



NFC

Procedures



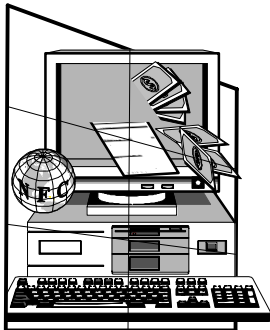
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

November 2007

Reporting Center

TITLE I

CHAPTER 29



Reporting Center



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

NFC provides a hardcopy of this procedure version only upon customer request.

For information about this publication, please contact the Publications And Communications Branch (PCB). Instructions for contacting PCB and other support sources are provided in the **About This Procedure** section of this publication.

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About This Procedure

This procedure provides instructions for accessing and operating the Reporting Center. The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

[Overview](#) presents an overview of The Reporting Center, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using The Reporting Center.

[Field Instructions For Reporting Center](#) contains instructions for completing the fields on reports.

[Running Administrative Reports](#) provides explanations and instructions of all reports on the Administrative Reports menu.

[Running Financial Reports](#) provides explanations and instructions of all reports on the Financial Reports menu.

[Running Personnel Reports](#) provides explanations and instructions of all reports on the Personnel Reports menu.

[Running Workforce Reports](#) provides explanations and instructions of all reports on the Workforce Reports menu.

[Heading Index](#) provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (<http://www.nfc.usda.gov>) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	Note: If you only have access to one agency, organizational information will be completed for you.
Figure references link figures with the text. These references are printed in bold sans serif font.	On the Select A Report Menu (Figure 8), select the applicable report.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the fields as indicated under My Reports Pop-up Field Instructions .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click [Done] .
Field names are printed in the margin.	User Id Type your Reporting Center Id.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact the Payroll/Personnel Call Center at **504-255-4630**.

For access to the Reporting Center, contact your agency NFC security officer.

Overview

This section presents the following topics:

- [About The Reporting Center](#)
- [Related Systems](#)
- [Responsibilities](#)
- [Access And Security](#)

About The Reporting Center

The Reporting Center is a Web-based application designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running on a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled. The Reporting Center is an interactive Web site that enables agencies to produce predefined and customized reports. The Reporting Center is accessed from the Application Launchpad on the NFC Home page. These reports can be viewed online, printed, saved to a folder, and/or displayed in a graphical format.

The Reporting Center is available for use by the following individuals:

- Managers
- Personnel specialists
- Other employees of NFC-serviced agencies

The following types of reports are available on the Reporting Center:

- Administrative
- Financial
- Personnel Action
- Workforce

Related Systems

Listed below are systems from which data is obtained for Reporting Center reports.

Central Accounting System (CAS). CAS is an accounting system that produces financial management reports required of Treasury, the Office of Management and Budget (OMB), the General Services Administration (GSA), and other agencies.

Employee Reporting System (EMPR). EMPR maintains master files on employment data.

Federal Agency Centralized Trial Balance System II (FACTS II). The FACTS II database contains budgetary information used for Budget Execution and Budgetary Resources and Year-End Closing Statements.

Federal Financial System (FFIS). FFIS is a fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as, complex multi-fund accounting and reporting needs. FFIS integrates a wide range of accounting-related functions to support a comprehensive financial system including:

- Budget and Funds Control;
- Cost Allocation;
- Project Cost Accounting;
- Spending; and
- Accounts Receivable

Intragovernmental Payment And Collection System (IPAC). IPAC is used to obligate funds for transactions between government agencies.

Information Research/Inquiry System (IRIS). IRIS provides access to at least one calendar year of current and five calendar years of historical payroll/personnel data and certain payroll document history.

Miscellaneous Payments System (MISC). MISC is used to process a variety of payments and transactions. MISC supports a variety of payments and adjustments through the use of Forms AD-757, Miscellaneous Payments System, and Form AD-742, Transfer And Adjustment Voucher. These forms permit authorized agencies to record disbursement and adjustment transactions within and between agencies directly to accounting records maintained at NFC.

Online Payment And Collection System Intragovernmental Transactions (OPAC). OPAC is used to obligate funds for transactions between government agencies.

Payroll Processing System (PAYE). PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc. Reports that are updated biweekly are updated on the Monday following the weekend that PAYE is run.

Planning And Tracking System (PATS). PATS is a Mainframe system used to track/monitor all system-related projects initiated by the payroll/personnel community.

Purchase Order System (PRCH). PRCH provides a complete purchase order system used for the purchase of goods and services from commercial or governmental suppliers. PRCH processes obligations, accruals, and vendor payments for all transactions submitted via Form AD-838, Purchase Order. PRCH produces disbursement, accounting, and reporting records and internal journal vouchers. Different codes enable PRCH to pay and account for transactions based on a predetermined method of payment (e.g., scheduled payments, advance payments, or partial payments).

Travel System (TRVL). TRVL is used to process travel authorizations, travel advances, and travel vouchers for temporary duty and relocation. Documents may be entered into TRVL in three ways: (1) by submitting hardcopy forms, (2) through Travel Online Data Entry, and (3) through the PC Travel System.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

The Agency:

- Assigns profiles to employee(s).
- Submits access (and access termination) requests for user(s).

The National Finance Center:

- Provides security to prevent unauthorized personnel from accessing the Reporting Center.
- Provides agencies the capability to view and modify transmitted transactions.
- Maintains suspense transactions in the database until they have been corrected or deleted.
- Applies all successfully processed transactions to the database.
- Provides help text and procedures for users.

User:

- Never leaves Reporting Center session unattended.
- Does not use the Auto Complete for Id's and passwords.
- Does not give password to anyone.
- Changes password if there is any suspicion that it has been compromised.
- Clears history after each session, when using a shared PC.
- Exits the NFC Home page before going on to other sites.

Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

[Requesting Access To The Reporting Center](#)
[Hardware Requirements](#)

Requesting Access To The Reporting Center

To access the Reporting Center, you must:

- Use a personal computer and a secured telecommunications link to NFC.
- Have authorized security clearance.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their agency's NFC security officer. The request should provide the following information:

- User name
- User social security number (ssn)
- User ID
- User email address
- Agency name
- User access level requested. The requester must state whether or not the user requires access to sensitive data (data contained in the IRIS 300 level screens) and/or detail data.
- Security Officer or User Acceptance Tester. If the user is either a security officer or a user acceptance tester, this must be stated on the request.
- Telephone number
- Application name (The Reporting Center, including the reports and organizations needed. If the user requires access to Administrative Reports, these reports must be listed individually due to the nature of the data.)

The access level requested should be based on the individual's assigned work requirements and job functions.

Hardware Requirements

You will need the following equipment to run the Reporting Center:

- Access to the Internet with a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled.
- Access to the Reporting Center.
- A PC with Internet capabilities.
- Printer capable of printing Web pages.

Getting Started In The Reporting Center

This section presents the following topics:

[Learning About The Reporting Center](#)

[Starting The Reporting Center](#)

[Reporting Center Command Buttons](#)

[Using The eAuthentication Login \(For United States Department Of Agriculture \(USDA\) Employees Only\)](#)

[Changing Your Password](#)

[Using The How Do I Pop-ups](#)

[Using The Description Pop-ups](#)

[Exiting The Reporting Center](#)

[Select A Report Menu](#)

Learning About The Reporting Center

To use the Reporting Center, you must have some knowledge of Microsoft Windows. Use your Windows user guide for help with navigating in a Windows environment. Also, online help is available to assist you in learning about processing Reporting Center requests.

For more information, see [Online Help](#).

Online Help

The online help feature is available as a reference tool when you are requesting data in the Reporting Center. To use online help, select **Help** at any window.

Starting The Reporting Center

To start the Reporting Center:

1. Log on to the Internet.
2. Connect to the NFC Home Page at www.nfc.usda.gov.
3. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).



Figure 1. Warning Message

4. After reading, agreeing to, and accepting the Warning Message (Figure 1), click [OK]. The Reporting Center Main Menu (Figure 2) is displayed.



Figure 2. Reporting Center Main Menu

5. To view a list of reports available under each category and a description of each report, click the down arrow on the Report Descriptions drop-down. This list will display all available reports. Once you login to the Reporting Center, you will only be able to see a list of those reports available to you based on your security access.
6. On the Reporting Center Main Menu, complete the fields as indicated under **Reporting Center Main Menu Field Instructions**.
7. After completing the User Id and Password fields, click [Login] to Login to the Reporting Center. If you do not have a user id and password, you must have your agency NFC Security Officer submit a Security Access Request requesting access to

the Reporting Center. For more information on obtaining a user id and password, see **Requesting Access To The Reporting Center**.

8. After logging in, you can perform any of the following options:

[Change Your Password](#)

[Using The eAuthentication Login \(For United States Department Of Agriculture \(USDA\) Employees Only\)](#)

[Use The Description Pop-ups](#)

[Use The How Do I Pop-ups](#)

Change Your Password

You can change your password at any time, but not more than once a day. You will also need to change your password when it expires.

To change your password:

1. On the Reporting Center Main Menu (**Figure 2**), check the Change Password box.
2. Click **[Login]**. The Change Your Password pop-up (**Figure 3**) appears.

A screenshot of a web form titled "Change Your Password". It contains two text input fields: "Enter New Password" and "Confirm New Password". Below these fields is a "Submit" button.

Figure 3. Change Your Password pop-up

3. Complete the fields on the Change Your Password pop-up (**Figure 3**) as indicated under [Change Your Password Pop-up Field Instructions](#).
4. Click **[Submit]** to save the change. A Confirmation pop-up (**Figure 4**) appears.



Figure 4. Confirmation pop-up

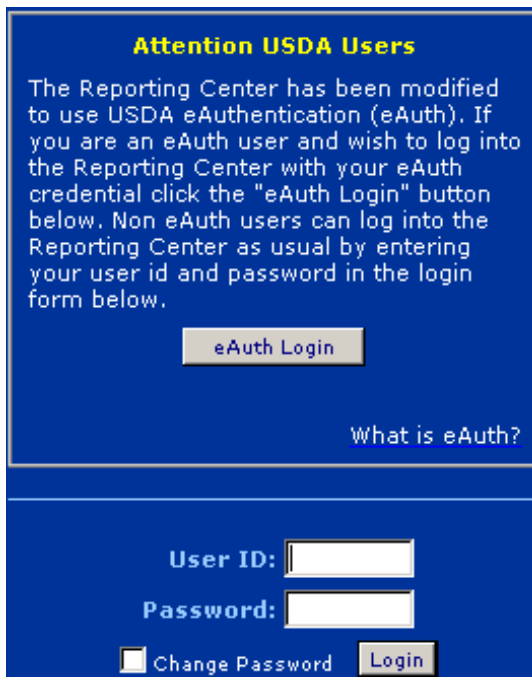
5. Click **[OK]** to exit the Confirmation pop-up (**Figure 4**). The Select A Report menu (**Figure 8**) is displayed.

Using The eAuthentication Login (For United States Department Of Agriculture (USDA) Employees Only)

USDA employees have the option of logging on to the Reporting Center using an eAuthentication user Id.

To log on to the Reporting Center using an eAuthentication user Id (for USDA employees only):

1. Connect to the NFC Home Page at www.nfc.usda.gov.
2. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).
3. After reading, agreeing to, and accepting the Warning Message (**Figure 1**), click [OK]. The eAuth Login (**Figure 5**) is displayed.



Attention USDA Users

The Reporting Center has been modified to use USDA eAuthentication (eAuth). If you are an eAuth user and wish to log into the Reporting Center with your eAuth credential click the "eAuth Login" button below. Non eAuth users can log into the Reporting Center as usual by entering your user id and password in the login form below.

[What is eAuth?](#)

User ID:

Password:

☐ Change Password

Figure 5. eAuth Login

4. Click [eAuth Login]. The USDA Web site is displayed.

Use The Description Pop-ups

The Report Descriptions box provides pop-ups that contain descriptions of reports in the Reporting Center.

To use the Description pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), click the down arrow to select the report type to be described.
2. Select a report type from the Report Descriptions box.
3. Click [View]. A Description pop-up (**Figure 6**) appears.



Energy Data Download Report: This report allows a download of all energy data on feeder systems currently logged in the National Finance Center. To create the spreadsheet enter the optional Select Criteria and click Go. Access to this report is determined by your Reporting Center User Profile. **Note:** All select criteria are assigned default values as detailed below.

Select Criteria: The selection criteria categories allow you the flexibility to build custom spreadsheets by providing you options to indicate data fields. Most select criteria options allow for multiple or block selections to be made. To make multiple selections click on your initial selection and hold the control (Ctrl) key down while clicking any subsequent selections. To make a block selection click and drag the mouse to highlight your selection. **Note:** These selection criteria categories are optional.

- Agency - indicates the agency chosen for the report (the default selection is "All"). Multiple or block selections are allowed. If multiple agencies are selected, no accounting code options appear. However, if a single agency is selected, accounting code options are displayed as follows: (the default is "All" and multiple or block selections are allowed for each.)

Figure 6. Description pop-up

4. Click [X] to close the description and return to the Reporting Center Main Menu (**Figure 2**).

Use The How Do I Pop-ups

How Do I pop-ups (**Figure 7**) are available on the Reporting Center Main Menu (**Figure 2**). These pop-ups allow users to follow steps in performing various functions on the Reporting Center.

To use the How Do I pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), select the applicable question.
2. Click [Find Out]. A How Do I pop-up (**Figure 7**) appears with the information requested.

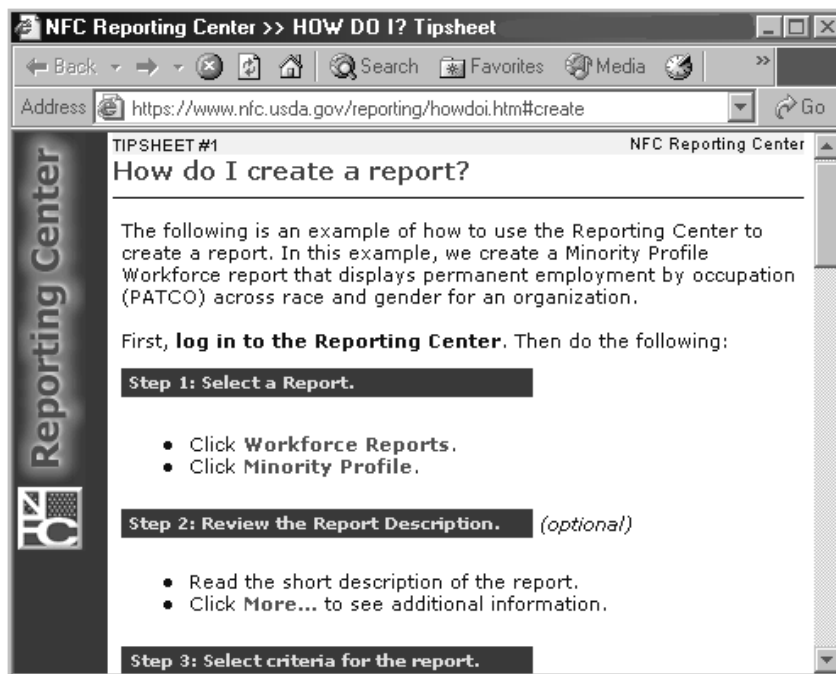


Figure 7. How Do I pop-up

3. Click [X] to return to the Reporting Center Main Menu (Figure 2).

Reporting Center Command Buttons

The following command buttons are used throughout the Reporting Center.

Reporting Center Command Buttons	
Button	Description
Cancel	Used to cancel an action and return to the report.
Close	Used to close a window.
Done	Used to confirm that a selection has been made and to return to the report.
Exclude	Used to exclude certain selections from a selection list.
Go	Used when making a selection on the Run The Report menu.
Include	Used to include certain selections from a selection list.
Next	Used to advance to the next level of an organizational structure to further customize a report.
Open	Used to open a file.

Reporting Center Command Buttons

Button	Description
Open Folder	Used to open a folder.
OK	Used to accept an action.
Previous	Used to return to the previous level when defining the organizational structure.
Reset	Used to refresh the field and return to the report.
Save	Used to save data.
Search	Used to search for an employee's last name or ssn.
Select	Used to select an item from a list.
X	Used to close the open window.
Yes	Used to accept an action.

Exiting The Reporting Center

You can exit the Reporting Center from any window in the application.

To exit the Reporting Center:

1. At any Reporting Center window, click **[Logoff]** to return to the NFC Home page.

Select A Report Menu

After you connect to the Reporting Center, the Select A Report Menu (**Figure 8**) is displayed.



Figure 8. Select A Report Menu

The Select A Report Menu (**Figure 8**) displays the following options:

- **Administrative Reports.** This section provides administrative type reports. The following reports are available on the Administrative Reports menu.
 - Energy Data Download
 - Energy Detail
 - Energy Summary
 - GESD Request Tracking
 - Leave Error
 - Telephone Download
 - Telephone Over The Max Limit
 - Outstanding Travel Advances (3731)
 - OTRS/IPAC (OPAC Tracking and Reconciliation System)
- **Financial Reports.** This section provides reports containing financial data. The following reports are available on the Financial Reports menu.
 - SF-224 Abstract Of Trans (SCAP5D)
 - FSDW (Financial Statement Data Warehouse) Abnormal Balance By Treasury Symbol
 - FSDW Abnormal Balance By Fund
 - FSDW Adjustments Report
 - FSDW Consolidated Financial Statements
 - FSDW Crosswalk Trial Balance
 - FSDW Eliminations Report
 - FSDW Financial Statement Consistency Report

- FSDW GL Account Trial Balance
- FSDW Preliminary Financial Statements
- FSDW Trial Balance By Treasury Symbol
- FACTS II SF 133
- FACTS II FMS 2108
- SF 2812
- **Personnel Action Reports.** This section provides provides reports containing data based upon employee personnel actions. The following reports are available on the Personnel Action Reports menu.
 - Hires
 - Hires Minority Profile
 - Promotions
 - Promotions Minority Profile
 - Separations
 - Separations Minority Profile
- **Workforce Reports.** This section provides reports containing data based upon workforce diversity. The following reports are available on the Workforce Reports menu.
 - Age Profile
 - Civilian Employment (SF-113A) Report
 - Civilian Employment (SF-113G) Report
 - Dental Plan Payment
 - Dues Withheld
 - Education Level Profile
 - Employee Search (By Name)
 - Employee Search (By SSNO)
 - Employment By Disability Code
 - EPP Usage Statics
 - Employment Changes
 - Flex Fund
 - Gender Profile
 - Grade Distribution
 - Grade Across Minority And Gender
 - Grade Range

- Leave Balances
- Leave Liability
- Length Of Service Profile
- Life Insurance Listing
- Minority Profile
- Occupation (PATCO) Profile
- Official Time For Union Business
- Organization Profile
- Overdue Performance Appraisals
- Pay Plan And Grade Distribution
- Payroll Listing For W-2 Research
- Reduction In Force (RIF) Report
- Retirement Eligibility
- Retirement Profile (Inc. Early Out)
- Roster Of Employees
- Salary Summary
- Use-Or-Lose Leave Report
- Workforce Analysis
- **My Reports.** This section provides reports created for and by the user. These are reports that a user runs often and saves to the My Reports folder to run periodically without having to reenter the criteria.
- **Logoff.** Used to log off of the Reporting Center.

Using The Reporting Center

This section presents the following topics:

[Creating Reports](#)

[Creating A Report As A Chart Or Graph](#)

[Viewing Reports Online](#)

[Saving Reports To Your My Reports Folder](#)

[Retrieving A Report From Your My Reports Folder](#)

[Creating A Spreadsheet](#)

[Saving Reports To A Folder](#)

Creating Reports

The Reporting Center allows you to create various reports.

To create a report:

1. On the Select A Report Menu (**Figure 8**), select the applicable report to be created. The selected report is displayed.
2. Complete the fields on the applicable report.

OR

Select the applicable criteria for the report.

3. After completing each field, click the applicable command button.

Note: After you click in a field, if you know the first character of the value that you wish to put in a field, you can type that character and the list will jump to values beginning with that character.

Note: If you only have access to one agency, organizational information will be completed for you.

Note: If you do not have access to sensitive data, you will not see the fields where sensitive data is displayed. Also, if you do not have access to sensitive data and after running a report, you get a result of a sensitive data value less than 3, an * (asterisk) will be displayed in the field rather than the number.

4. After all fields are completed, select the applicable action to be taken on the Run The Report menu (**Figure 9**). Depending on the report selected, there are four Run The Report menus (**Figure 9**).

Save report as a spreadsheet
Save in My Reports folder

Run the report
Save report as a spreadsheet
Save output in a folder



Figure 9. Run The Report menu

The following actions may be taken from the Run The Report menus (**Figure 9**).

- **Run The Report.** The report is displayed.
 - **Save In My Reports Folder.** The report is saved in the My Reports option.
 - **Save Report As A Spreadsheet.** The report is displayed as a spreadsheet.
 - **Save Report In A Folder.** The report is saved to a folder.
 - **Save Output In A Folder.** The report is saved to a folder.
5. After selecting the applicable action, click **[Go]**. The report is processed.

Creating A Report As A Chart Or Graph

The Reporting Center allows all Personnel Action reports and certain Workforce reports to be displayed as charts and/or graphs. Only those reports that contain the field Report As Chart Or Graph can be displayed as a chart or graph.

To create a chart or a graph:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed. The following reports have the Report As Chart Or Graph field:

Personnel Actions Report Menu

- All Actions
- All Actions Minority Profile
- Hires
- Hires Minority Profile
- Promotions
- Promotions Minority Profile
- Separations
- Separations Minority Profile

Workforce Reports Menu

- Age Profile

- Education Level Profile
 - Gender Profile
 - Grade Distribution
 - Length Of Service Profile
 - Minority Profile
 - Occupation (PATCO (Professional, Administrative, Technical, Clerical, Other)) Profile
 - Organization Profile
 - Retirement Eligibility
 - Retirement Profile (Inc. Early Out)
 - Salary Summary
2. Complete the fields on the appropriate report.
 3. After completing each field, click the applicable command button.
 4. To create a chart, select **Chart** in the Report As Chart Or Graph field.
OR
To create a graph, select **Graph** in the Report As Chart Or Graph field.
 5. Select the applicable action to be taken on the Run The Report menu (**Figure 9**).
 6. After selecting the applicable action, click **[Go]**. The report(s) (**Figure 10**) and (**Figure 11**) is displayed.

Personnel Actions
U.S. Department Of Agriculture

Year = Calendar Year 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female and Supervisory Status = Non-Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Other and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service <= 5 years
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnanci Offcr	2		2	100				
Total	2	0	2	100				

Total U.S. Department Of Agriculture Actions: 139553

Figure 10. Report Displayed As A Chart

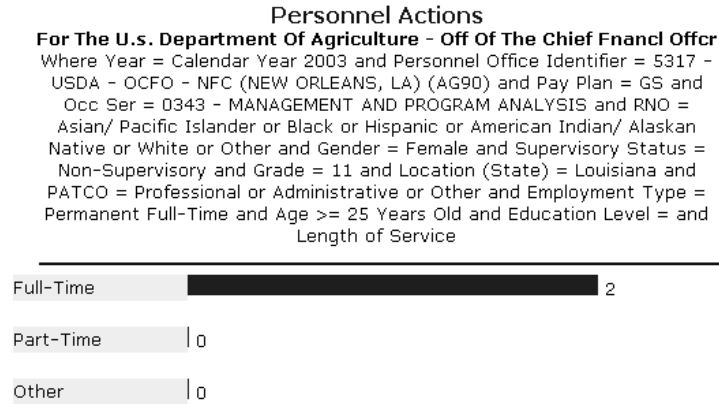


Figure 11. Report Displayed As A Graph

Viewing Reports Online

You can run certain reports to be viewed online. Only reports that have the **Run The Report** option on the Run The Report menu (**Figure 9**) can be viewed online. These reports may also be printed using this option.

To view a report online:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.

Note: All reports **except** Energy Data Download, Telephone Download, Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the **Run The Report** option on the Run The Report menu (**Figure 9**).

2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Run The Report** on the Run The Report menu (**Figure 9**).
5. Click [Go]. The report (**Figure 12**) is displayed for viewing.

USDA - National Finance Center
 Planning and Tracking System
 Status Report
 as of 02/07/2003
 Fiscal Year = 2003 and Project Number = 20865 and System Acronym = EARN and NFC Branch =
 'PASB' and Project Source = LCAE and Project Status = COMP

Project Number	System	Description	Branch Name	Project Source	Memo Date	Est. End Date	Rev. End Date	Act. End Date	Status
20865	EARN	FILE TRANSFER EARN	PASB	LCAE	09/09/2002	11/08/2002		11/19/2002	COMP

1 records were selected
 You are now viewing records 1 through 1

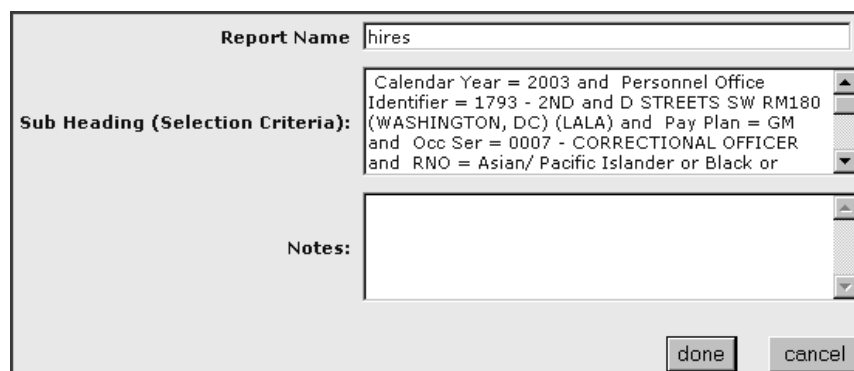
Figure 12. Report Displayed For Viewing

Saving Reports In My Reports Folder

You can save your report(s) to the My Reports folder option. By saving your report(s) to My Reports folder, you can run the same reports periodically without having to reenter data. When using this option, you can only run the report with the data previously entered. This is most useful when running routine reports that contain current data. You cannot change any of the selection criteria when using this option.

To save a report to My Reports:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.
Note: All reports **except** Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the **Save In My Reports Folder** option on the Run The Report menu (**Figure 9**).
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Save In My Reports Folder** on the Run The Report menu (**Figure 9**).
5. Click [Go]. The My Reports pop-up (**Figure 13**) appears.



Report Name: hires

Sub Heading (Selection Criteria):

- Calendar Year = 2003 and Personnel Office Identifier = 1793 - 2ND and D STREETS SW RM180 (WASHINGTON, DC) (LALA) and Pay Plan = GM and Occ Ser = 0007 - CORRECTIONAL OFFICER and RNO = Asian/ Pacific Islander or Black or

Notes:

done cancel

Figure 13. My Reports pop-up

6. Complete the fields as indicated under [My Reports Pop-up Field Instructions](#).
7. Click [Done]. A Confirmation pop-up appears (**Figure 14**).

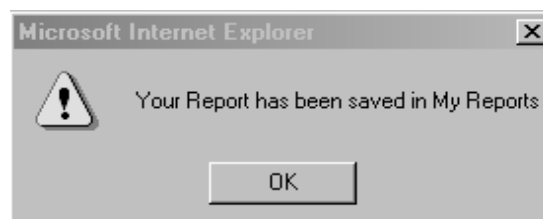


Figure 14. Confirmation pop-up

8. Click [OK]. The report requested is displayed.

Retrieving Reports From Your My Reports Folder

You can retrieve reports that you have previously saved from your My Reports folder. By retrieving a report from your My Reports folder, you can run the report with the most current information in the database based on the criteria that you entered when you saved the report to My Reports.

To retrieve a report from your My Reports folder:

1. On the Select A Report Menu (**Figure 8**), select **My Reports**. The My Reports Listing menu (**Figure 15**) is displayed with a list of reports that you saved to your My Reports folder.

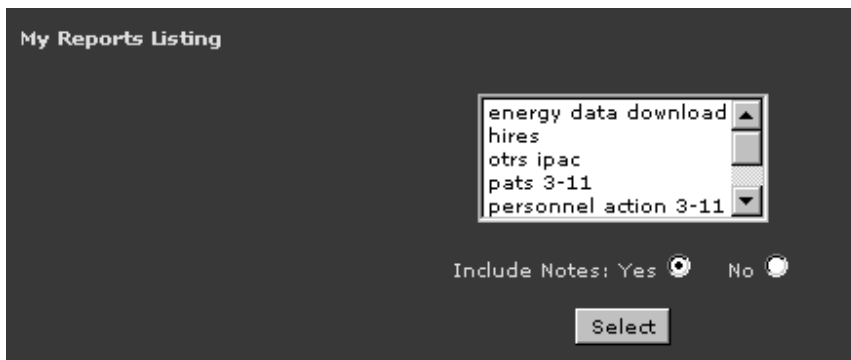


Figure 15. My Reports Listing menu

2. On the My Reports Listing menu (**Figure 15**), complete the fields as indicated under [My Reports Listing Menu Field Instructions](#).
3. Click [**Select**]. A pop-up (**Figure 16**) appears listing the report selected.

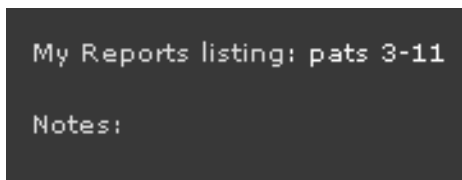


Figure 16. Pop-up With Selected Report

4. After clicking [**Select**], select the applicable action on the Run The Report menu (for My Reports) (**Figure 17**).



Figure 17. Run The Report menu (for My Reports)

The following actions may be taken from the Run The Report menu (for My Reports).

- **Run The Report.** The report is displayed.
- **Edit My Reports (Title And Notes).** You can modify the Report Name and/or Notes field(s) on the My Reports pop-up (**Figure 13**). You cannot modify the fields on the report. The only way to modify the fields on a report is to select the applicable report, complete the fields, and rerun the report.
- **Remove From My Reports List.** You can remove the report from your My Reports folder.
- **Save Report As A Spreadsheet.** The report is displayed as a spreadsheet.
- **Save Output In A Folder.** The report is saved to a folder.

5. Click **[Go]**.

Creating A Spreadsheet

The Reporting Center allows you to create a spreadsheet for certain reports. Only reports that have the **Save Report As A Spreadsheet** option on the Run The Report menu (**Figure 9**) can be created as spreadsheets.

To create a spreadsheet:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.
Note: All reports, **except** SF 2812, Employee Search (By Name), and Employee Search (By SSNO) have the **Save Report As A Spreadsheet** option.
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Save Report As A Spreadsheet** on the Run The Report menu (**Figure 9**).
5. Click **[Go]**.
6. Follow the onscreen prompts unique to your browser/setup to save your report as a spreadsheet. After you follow the prompts, your report will be displayed as a spreadsheet.

	A	B	C	D	E
1	USDA Energy Summary				
2	RN CALIFORNIA GAS CO and Account Number = 1708164800 and Feeder System Acronym = UTVN an				
3					
4	Agency Code = 02				
5					
6	Type of Energy	Reporting	Consumption	Amount	
7		Units			
8					
9	Electricity	MWH	0	\$0	
10	Fuel Oil	Thou. Gal.	0	\$0	
11	Natural Gas	Thou. Cu. Ft.	342	\$3,071	
12	LPG/Propane	Thou. Gal	0	\$0	
13	Coal	S. Ton	0	\$0	
14	Water	Thou. Gal	0	\$0	
15	Unidentified Utilities	O/C 2310		\$0	
16	Misc Energy Supplies	O/C 2610		\$0	
17					
18	Total Costs			\$3,071	
19					
20					
21					
22					
23					

Figure 18. Report Displayed As A Spreadsheet

Saving Reports To A Folder

The Reporting Center allows you to save some of your reports to a folder so that more than one person can utilize the report(s). Only reports that have the **Save Report In A Folder** option or the **Save Output To A Folder** option on the Run The Report menu (**Figure 9**) can be saved to a folder.

To save reports to a folder:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.
Note: All reports **except** Energy Data Download, Telephone Data Download, Employee Search (By Name), and Employee Search (By SSNO) have the **Save Report In A Folder** option or the **Save Output To A Folder** option.
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Save Report In A Folder** or **Save Output To A Folder** on the Run The Report menu (**Figure 9**).
5. Click [Go].
6. Follow the onscreen prompts unique to your browser/setup to save your report to a folder. After you follow the prompts, your report will be saved in a folder.

Field Instructions For Using The Reporting Center

This section presents the following topics:

[Reporting Center Main Menu Field Instructions](#)

[Change Your Password Pop-up Field Instructions](#)

[Select A Report Menu Description](#)

[My Reports Pop-up Field Instructions](#)

[My Reports Listing Menu](#)

Reporting Center Main Menu Field Instructions

The Reporting Center Main Menu (**Figure 2**) is displayed when you click [OK] on the Warning Message (**Figure 1**). The Reporting Center Main Menu (**Figure 2**) offers **How Do I** for instructions for functions on the Reporting Center, **Report Descriptions** which offers a drop down containing descriptions of available reports, a **Message Board** which contains a list of the most recently updated reports, and a **News** section which gives information regarding current updates to the Reporting Center. The text on these options changes as information is updated on the Reporting Center. For more information on the Reporting Center Main Menu, see [Starting The Reporting Center](#).

User ID	Type your Reporting Center user ID.
Password	Type your password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.
Change Password	Check this box if you wish to change your password. The default for this field is blank. If you check this box, the Change Your Password pop-up (Figure 3) appears after you click [Login]. For instructions on changing your password, see Changing Your Password .
How Do I...	Click the down arrow to receive instructions for performing various functions in the Reporting Center. Valid values are Create A Report , Save Customized Reports , Use The Org Structure Wizard , and Export To A Spreadsheet .
Report Descriptions	Click the down arrow to receive descriptions of reports available. All reports currently available on the Reporting Center are listed on Report Descriptions.

Change Your Password Pop-up Field Instructions

The Change Your Password pop-up (**Figure 3**) appears when you check the Change Password box and click [Login] on the Reporting Center Main Menu (**Figure 2**).

Enter New Password Type your new password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.

Confirm New Password Retype your new password.

Select A Report Menu Description

The Select A Report Menu (**Figure 8**) is displayed after you login to the Reporting Center. The Select A Report Menu (**Figure 8**) allows you to choose the type of report that you wish to display. For instructions on using the Select A Report Menu (**Figure 8**), see [Select A Report Menu](#).

My Reports Pop-up Field Instructions

The My Reports pop-up (**Figure 13**) appears when you click **[Go]** after selecting **Save In My Reports Folder** on the Run The Report menu (**Figure 9**).

Report Name Type the name that you want to give the report. This should be something easy for you to remember. Information in this field may be changed.

Sub Heading (Selection Criteria) This field is system generated based upon criteria entered on the report.

Notes Type any notes related to the report. This field is available for you to record any information that will help you when running the report. Information in this field may be changed.

My Reports Listing Menu Field Instructions

The My Reports Listing menu (**Figure 15**) is displayed when you select **My Reports** on the Select A Report Menu (**Figure 8**).

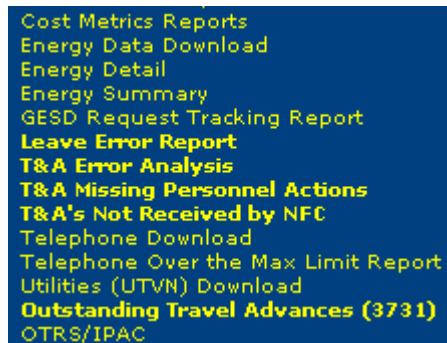
List Box This field is system generated based on the names that you gave the reports saved to your My Reports folder. A list of reports saved is displayed in this field. Select the applicable report to be retrieved.

Include Notes Select the applicable radio button to designate whether or not to include notes when running the report. These are notes from the Notes field on the My Reports pop-up (**Figure 13**). Valid values are **Yes** and **No**. The default for this field is **Yes**.

Running Administrative Reports

The Administrative Reports menu (**Figure 19**) contains the following reports:

[OTRS/IPAC](#)
[Cost Metrics Reports](#)
[Energy Data Download](#)
[Energy Detail](#)
[Energy Summary](#)
[GESD Request Tracking Report](#)
[Leave Error](#)
[Outstanding Travel Advances \(3731\)](#)
[T&A Error Analysis](#)
[T&A Missing Personnel Actions](#)
[T&As Not Received By NFC](#)
[Telephone Download](#)
[Telephone Over The Max Limit Report](#)
[Utilities \(UTVN\) Download](#)

A screenshot of a software menu with a dark blue background and yellow text. The menu lists various reports, with 'Outstanding Travel Advances (3731)' highlighted in bold.

Cost Metrics Reports
Energy Data Download
Energy Detail
Energy Summary
GESD Request Tracking Report
Leave Error Report
T&A Error Analysis
T&A Missing Personnel Actions
T&A's Not Received by NFC
Telephone Download
Telephone Over the Max Limit Report
Utilities (UTVN) Download
Outstanding Travel Advances (3731)
OTRS/IPAC

Figure 19. Administrative Reports menu

OTRS/IPAC

The OTRS/IPAC report (**Figure 20**) is displayed when you select **OTRS/IPAC** on the Administrative Reports menu (**Figure 19**). This report contains accounting data used to track bills. There are two reports available on this option. They are the **Aged Report Of Unprocessed OPAC/IPAC Bills** and the **Completely Processed OPAC/IPAC Bills**. Data for this report is obtained from the OTRS/IPAC Tracking and Reconciliation System database and is updated nightly.

```
OTRS/IPAC Report: Aged Report of Unprocessed OPAC/IPAC Bills
ALC:
Bills Dated:
Document Reference Number:
Pay Register Date:
Sort By: Bill Date
```

Figure 21. OTRS/IPAC report

After running the OTRS/IPAC report (**Figure 21**), the OTRS/IPAC report (with criteria) (**Figure 22**) is displayed.

USDA OCFO National Finance Center										
Aged Report of Unprocessed OPAC Bills										
Bills Dated = 06/14/2002 And Document Reference Number = 64 700426 And Alc = 00004912 And										
Pay Register Date = 6/24/2002										
Sorted by Bill Date										
Bills Dated	Document Reference Number	Initiating ALC	Receiving ALC	D.O.	Bill Date	Bill Amount	Amount Processed	Amount Unprocessed	Days In Section	Responsible Processing Section
Total 0								0.00		
Report Total										
Total 0								0.00		

Figure 22. OTRS/IPAC report (with criteria)

Field Instructions

OTRS/IPAC Report

Click this field to select the applicable type of report to be run. Valid values are **Aged Report Of Unprocessed OPAC/IPAC Bills** and **Completely Processed OPAC/IPAC Bills**. The default for this field is **Aged Report Of Unprocessed OPAC/IPAC Bills**.

You can also select from various spreadsheets. If you select one of the spreadsheets, the report is run based on the spreadsheet selected. You do not need to complete the remaining fields if one of the spreadsheets is selected. The other fields are no longer displayed if you select one of the spreadsheets.

After making your selection, click **[Done]** or **[Reset]**, as applicable.

ALC	Click this field to select the applicable ALC (Agency Location Code). The default for this field is A11 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Bills Dated	Click this field to select the date(s) for the bill(s) on the report. The default for this field is A11 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Document Reference Number	Click this field to select the applicable document reference number(s) for the report. The default for this field is A11 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Pay Register Date	Click this field to select the applicable pay register date. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Sort By	Click this field to select the applicable sort options. Valid values are ALC , Bill Date , and Document Reference Number . The default for this field is Bill Date . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

Cost Metrics Reports

The Cost Metric Reports (**Figure**) is displayed when you select **Cost Metrics Reports** on the Administrative Reports menu (**Figure 19**). This report contains

Cost Metrics Report: Number of Employees Paid
Department:
Agency:
Fiscal Year:

Figure 23. Cost Metrics report

After completing the fields, the Cost Metrics report (with criteria) (**Figure**) is displayed.

USDA OCFO National Finance Center
Average Number of Employees Paid (Biweekly)
2006 and Department = U. S. DEPARTMENT OF AGRICULTURE (AG) and Agency = OFFICE OF THE CHIEF FIN OFC

FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06	FY 06
PP25	PP26	PP01	PP02	PP03	PP04	PP05	PP06	PP07	PP08	PP09	PP10	PP11	PP12	PP13	PP14	PP15	PP16	
1,343	1,328	1,313	1,311	1,297	1,292	1,285	1,285	1,282	1,286	1,299	1,296	1,318	1,292	1,285	1,296	1,295	1,280	
1,343	1,328	1,313	1,311	1,297	1,292	1,285	1,285	1,282	1,286	1,299	1,296	1,318	1,292	1,285	1,296	1,295	1,280	

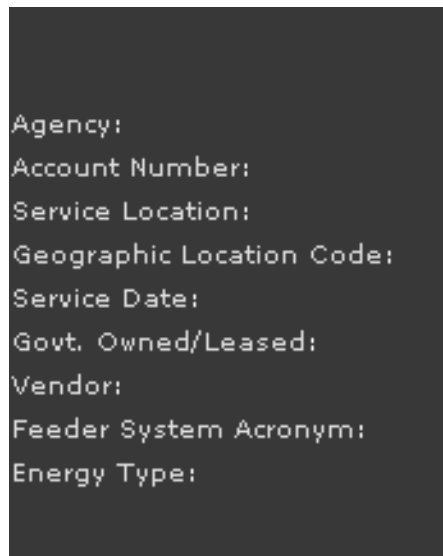
Figure 24. Cost Metrics report (with criteria)

Field Instructions:

Cost Metrics Report	Click this field to select which type of cost metrics report that you would like to run. Valid values are Number Of Employees Paid and PayPers FOCUS And CULPRIT CPU Utilization . This field defaults to Number Of Employees Paid .
Department	Click this field to select the applicable department. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the applicable agency. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fiscal Year	Click this field to select the applicable fiscal year. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

Energy Data Download

The Energy Data Download report is displayed when you select **Energy Data Download** on the Administrative Reports menu (**Figure 19**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.



Agency:
Account Number:
Service Location:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Energy Type:

Figure 25. Energy Data Download report

After running the Energy Data Download report (**Figure 25**), the Energy Data Download report (with criteria) (**Figure 26**) is displayed.



Account Number	Acct Suffix	Agency Code	Acct Station	Service Location Name	Service Location Address	Service Location City	Service Location State	Service Location Zip	Extended Zip	Vendor Key
10084000	0	2		USDA, AMS, COTTON DIVISION	700 W SURVEYVIEW AVE	YUVALIA	CA	93291	0	3423

Figure 26. Energy Data Download report (with criteria)

Field Instructions:

Agency

Click the Agency field to select the applicable agency for the report. Both the 2-digit agency code and the literal are displayed in this field. If a single agency, other than **01-Office Of The Secretary**, **30-Food And Nutrition Service**, **37-Food Safety And Inspection Service**, **IT-Office Of The Chief Info Officer**, **CE-FSA County Office Committee**, **CU-Customs & Border Protection**, or **PI-DHS Plum Island** is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.

As each agency is selected, different fields are displayed. These fields are specific to each agency.

Cost Resp. Center	This field is generated when you select 02-Agr. Marketing Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Cost Resp. Division	This field is generated when you select 02-Agr. Marketing Service in the Agency field. Click the field to select the applicable accounting code. Available selections for this field are based upon your entry in the Cost Resp. Center field. Multiple or block selections are available in this field.
Location	This field is generated when you select 03-Agr. Research Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Location 2	This field is generated when you select 03-Agr. Research Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Appn/Allottee	This field is generated when you select 07-Rural Housing Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Class/Sp. Purpose	This field is generated when you select 07-Rural Housing Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Region	This field is generated when you select 08-Risk Management Agency, 11-Forest Service, or 16-Natural Resources Consv Serv in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Suboffice	This field is generated when you select 08-Risk Management Agency in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Unit	This field is generated when you select 11-Forest Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Subunit	This field is generated when you select 11-Forest Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Special Purpose	This field is generated when you select 16-Natural Resources Consv Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

FY/ Fund	This field is generated when you select 20-Natl Agrl Statistics Service or 23-Off. Of The Inspector General in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Division	This field is generated when you select 20-Natl Agrl Statistics Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
State Office	This field is generated when you select 20-Natl Agrl Statistics Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Organization	This field is generated when you select 23-Off. Of The Inspector General in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Pgm/Rgn/Div	This field is generated when you select 34-Animal/Plant Health Insp. Serv. in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Organization	This field is generated when you select 34-Animal/Plant Health Insp. Serv. in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Mgmt. Code	This field is generated when you select 36-GIPSA in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Budget Act.	This field is generated when you select 36-GIPSA in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
FY/Appn	This field is generated when you select 90-Off Of The Chief Financial Offcr or 98-Office Of Operations in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Org	This field is generated when you select 90-Off Of The Chief Financial Offcr in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Div/Branch	This field is generated when you select 98-Office Of Operations in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Office/Division	This field is generated when you select DA-Departmental Administration in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Index Code	This field is generated when you select FA-Farm Service Agency in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Account Number	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Location	Click the field to select the applicable service location name available. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Geographic Location Code	Click the field to select the applicable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Date	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is A11 . Multiple or block selections are available in this field.
Govt. Owned/Leased	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are G-Government Owned and L-Leased . The default for this field is A11 . Multiple or block selections are available in this field.
Vendor	Click the field to indicate the vendor name (utility company). The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.

Feeder System Acronym Click the field to select the applicable 4-position Feeder System acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is **A11**. Multiple or block selections are available in this field.

Energy Type Click the field to select the applicable energy type. The available options are determined by selection criteria in previous field. The default for this field is **A11**. Multiple or block selections are available in this field.

GESD Request Tracking Report

The GESD Requesting Tracking report (**Figure 27**) is displayed when you select **GESD Request Tracking Report** on the Administrative Reports menu (**Figure 19**). This report contains

Department:
Agency:
GESD Tracking Number:
Reimbursable Agreement Number:
Date of Request:
Subject:
Control Number:
Estimated Pay Period Implementation:
Status: Open
Sort By: GESD Tracking Number

Figure 27. GESD Request Tracking report

After running the GESD Request Tracking report (**Figure 27**), the GESD Request Tracking report (with criteria) (**Figure 28**) is displayed.

USDA - National Finance Center
GESD Request Tracking Report
as of 03/02/2007
Department = ARC (AP) -- Appalachian Regional Commission and Agency = ARC (66) -- Appalachian Regional Commission and Project status = Open
Sorted by Agency and GESD Tracking Number

Agency	GESD Tracking Number	Reimb. Agreement Number	Date of Request	Subject	Control Number	Estimated Pay Period Implementation	Status
ARC	70199	NFC-07-1035	12/14/2006	Electronic Version of the CAISCM9 Reports		IAP	Open

1 records were selected

Figure 28. GESD Request Tracking report (with criteria)

Field Instructions:

Department

Click this field to select the applicable department. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency

Click the Agency field to select the applicable agency for the report. If a single agency, other than **01-Office Of The Secretary, 30-Food And Nutrition Service, 37-Food Safety And Inspection Service, IT-Office Of The Chief Info Officer, CE-FSA County Office Committee, CU-Customs & Border Protection, or PI-DHS Plum Island** is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.

GESD Tracking Number

Click this field to select the applicable 5-digit tracking number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

**Reimbursable
Agreement Number**

Click this field to select the applicable reimbursable agreement number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Date Of Request

Click this field to select the applicable date. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Subject

Click this field to select the applicable subject matter. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Control Number

Click this field to select the applicable control number for the project. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

**Estimated Pay Period
Implementation**

Click this field to select the estimated pay period for implementation of the project. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Status

Click this field to select the applicable status. Valid values are **Closed**, **Deleted**, and **Open**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable. This field defaults to **Open**.

Sort By

Click this field to select the applicable sort option. This field defaults to **GESD Tracking Number**. Valid values are **Agency**, **GESD Tracking Number**, **Reimbursable Agreement Number**, **Date Of Request**, **Control Number**, **Estimated Pay Period Implementation**, and **Status**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Energy Detail

The Energy Detail report (**Figure 29**) is displayed when you select **Energy Detail** on the Administrative Reports menu (**Figure 19**). This report contains energy data concerning feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

```

Agency:
Account Number:
Service Location Name:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Energy Type:
Sort By:
  
```

Figure 29. Energy Detail report

After running the Energy Detail report (**Figure 29**), the Energy Detail report (with criteria) (**Figure 30**) is displayed.

USDA ENERGY DETAIL REPORT

Agency = 90 -- OFF OF THE CHIEF FNANCL OFFCR and FY/Appn = 039 and Org = N and
Service Location = USDA, NFC and Vendor Name = ENTERGY and Account Number =
1847069 and Feeder System Acronym = UTVN and Geographic Location Code =
221690071 and Govt. Owned/Leased Code = L and Service Date > 10/30/2002 and
Energy Type = Electricity and Sorted by = Agency

Agency Code = 90

Account (or Document) Number: 1847069

Agency: 90Acct Station: 0010T&A Contact: 22169003GLC: 221690071

Service Location Data

Name: USDA, NFCCity/State/Zip: NEW ORLEANS , LA 70129 - 0000

Building: L

Payment Data

Vendor Name: ENTERGY
Vendor Address: P O BOX 61966
Vendor City/State/Zip: NEW ORLEANS , LA 70167 - 0000
Payment/Service Date: 01/03/2003
Accounting: 039NLG1A030

Feeder System: UTVN

Type of Energy	Reporting Units	Consumption	Amount
Electricity	KWH	232,000	\$12,731
Fuel Oil	Gal.	0	\$0
Natural Gas	CCF	0	\$0
LPG/Propane	Gal.	0	\$0
Coal	S. Ton	0	\$0
Water	Gal.	0	\$0
Unidentified Utilities	O/C 2310		\$0
Misc. Energy Supplies	O/C 2610		\$0
	Total Costs		\$12,731

Figure 30. Energy Detail report (with criteria)

Field Instructions:

Agency	Click the Agency field to select the applicable agency for the report. If a single agency, other than 01-Office Of The Secretary, 30-Food And Nutrition Service, 37-Food Safety And Inspection Service, IT-Office Of The Chief Info Officer, CE-FSA County Office Committee, CU-Customs & Border Protection , or PI-DHS Plum Island is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is All . Multiple or block selections are available in this field.
Cost Resp. Center	This field is generated when you select 02-Agr. Marketing Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Cost Resp. Division	This field is generated when you select 02-Agr. Marketing Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Location	This field is generated when you select 03-Agr. Research Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Location 2	This field is generated when you select 03-Agr. Research Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Appn/Allottee	This field is generated when you select 07-Rural Housing Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Class/Sp. Purpose	This field is generated when you select 07-Rural Housing Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Region	This field is generated when you select 08-Risk Management Agency, 11-Forest Service , or 16-Natural Resources Consv Serv in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Sub-Office	This field is generated when you select 08-Risk Management Agency in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Unit	This field is generated when you select 11-Forest Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Subunit	This field is generated when you select 11-Forest Service in the Agency field. Click the field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field.
Sp. Purpose	This field is generated when you select 16-Natural Resources Consv Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
F/Y Fund	This field is generated when you select 20-Natl Agrl Statistics Service or 23-Off. Of The Inspector General in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Division	This field is generated when you select 20-Natl Agrl Statistics Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
State Office	This field is generated when you select 20-Natl Agrl Statistics Service in the Agency field. Click the field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field.
Organization	This field is generated when you select 23-Off. Of The Inspector General in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Pgm/Rgn/Div	This field is generated when you select 34-Animal/Plant Health Insp. Serv. in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Org/Sub-Unit	This field is generated when you select 34-Animal/Plant Health Insp. Serv. in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Mgmt. Code	This field is generated when you select 36-GIPSA in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Budget Act.	This field is generated when you select 36-GIPSA in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
FY/Appn	This field is generated when you select 90-Off Of The Chief Financial Offcr or 98-Office Of Operations in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Org	This field is generated when you select 90-Off Of The Chief Financial Offcr in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Office/Division	This field is generated when you select DA-Departmental Administration in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Index Code	This field is generated when you select FA-Farm Service Agency in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Account Number	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Location Name	Click the field to select the applicable service location available. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Geographic Location Code	Click the field to select the applicable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Date	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is A11 . Multiple or block selections are available in this field.

Govt. Owned/Leased	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are L-Leased and G-Government Owned . The default for this field is All . Multiple or block selections are available in this field.
Vendor	Click the field to indicate the applicable utility company. The available options are determined by selection criteria in previous fields. The default for this field is All . Multiple or block selections are available in this field.
Feeder System Acronym	Click the field to select the applicable 4-position acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is All . Multiple or block selections are available in this field.
Energy Type	Click the field to select the applicable energy type. The available options are determined by selection criteria in previous field. The default for this field is All . Multiple or block selections are available in this field.
Sort By	Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected in the Agency field, you can sort by agency. If a single agency was selected in the Agency field, you can sort by accounting class. The default sort is Accounting Class 1 .

Energy Summary

The Energy Summary report (**Figure 31**) is displayed when you select **Energy Summary** on the Administrative Reports menu (**Figure 19**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

```

Agency:
Account Number:
Service Location Name:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Summarize By:
  
```

Figure 31. Energy Summary report

After running the Energy Summary report (**Figure 31**), the Energy Summer report (with criteria) (**Figure 32**) is displayed.

USDA Energy Summary			
Agency = 90 -- OFF OF THE CHIEF FNANCL OFFCR and FY/Appn = 029 or 039 and Org = N and Vendor Name = ENTERGY and Account Number = 11030095 or 1847060 or 1847069 or E5089400510 and Feeder System Acronym = UTVN and Geographic Location Code = 221690071 and Govt. Owned/Leased Code = L and Service Date > 10/31/2001 and Summarized by = Org			
FY/Appn = 029 Org = N			
Type of Energy	Reporting Units	Consumption	Amount
Electricity	MWH	2,116	\$138,570
Fuel Oil	Thou. Gal.	0	\$0
Natural Gas	Thou. Cu. Ft.	0	\$0
LPG/Propane	Thou. Gal	0	\$0
Coal	S. Ton	0	\$0
Water	Thou. Gal	0	\$0
Unidentified Utilities	O/C 2310		\$0
Misc Energy Supplies	O/C 2610		\$0
Total Costs			\$138,570

Figure 32. Energy Summary report (with criteria)

Field Instructions:

Agency	Click this field to select the applicable agency. If a single agency, other than 22-COOP State, Res, Educ, And Ext Serv, 30-Food And Nutrition Service, IT-Office Of The Chief Info Officer, CE-FSA County Office Committee, CU-Customs & Border Protection, or PI-DHS Plum Island , is chosen, additional fields are displayed. If you select multiple agencies, the additional fields are not displayed. The default for this field is All . Multiple or block selections are available in this field.
Cost Resp. Center	This field is generated when you select 02-Agr. Marketing Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Cost Resp. Division	This field is generated when you select 02-Agr. Marketing Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Location	This field is generated when you select 03-Agr. Research Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Location 2	This field is generated when you select 03-Agr. Research Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Appn/Allottee	This field is generated when you select 07-Rural Housing Service in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Class/Sp. Purpose	This field is generated when you select 07-Rural Housing Service in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Region	This field is generated when you select 08-Risk Management Agency, 11-Forest Service, or 16-Natural Resources Conserv Serv in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Sub-Office	This field is generated when you select 08-Risk Management Agency in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Unit	This field is generated when you select 11-Forest Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Sub Unit	This field is generated when you select 11-Forest Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Sp. Purpose	This field is generated when you select 16-Natural Resources Consv Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
FY/ Fund	This field is generated when you select 20-Natl Agrl Statistics Service or 23-Off. Of The Inspector in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Division	This field is generated when you select 20-Natl Agrl Statistics Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
State Office	This field is generated when you select 20-Natl Agrl Statistics Service in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Organizaton	This field is generated when you select 23-Off. Of The Inspector General in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Pgm/Rgn/Div	This field is generated when you select 34-Animal/Plant Health Insp. Serv. in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Org/Sub-Unit	This field is generated when you select 34-Animal/Plant Health Insp. Serv. in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Mgmt. Code	This field is generated when you select 36-GIPSA in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Budget Act.	This field is generated when you select 36-GIPSA in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

FY/Appn	This field is generated when you select 90-Off Of The Chief Financial Offcr or 98-Office Of Operations in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Org	This field is generated when you select 90-Off Of The Chief Financial Offcr in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Div/Branch	This field is generated when you select 98-Office Of Operations in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Office/Division	This field is generated when you select DA-Departmental Administration in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Index Code	This field is generated when you select FA-Farm Service Agency in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Account Number	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Location Name	Click the field to select the applicable service location available. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Geographic Location Code	Click the field to select the applicable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Date	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is A11 . Multiple or block selections are available in this field.

Govt. Owned/Leased	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are G-Government Owned and L-Leased . The default for this field is All . Multiple or block selections are available in this field.
Vendor	Click the field to select the applicable utility company. The available options are determined by selection criteria in previous fields. The default for this field is All . Multiple or block selections are available in this field.
Feeder System Acronym	Click the field to select the applicable 4-position acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is All . Multiple or block selections are available in this field.
Summarize By	Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected in the Agency field, you can sort by agency. If a single agency was selected in the Agency field, you can sort by accounting class.

Leave Error

The Leave Error report (**Figure 33**) is displayed when you select **Leave Error** on the Administrative Reports menu (**Figure 19**). This report contains leave error data used by timekeepers when working with time and attendance and leave audits. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Contact Point:
Sort Order: Contact Point, Last Name

Figure 33. Leave Error report

After running the Leave Error report (**Figure 33**), the Leave Error report (with criteria) (**Figure 34**) is displayed.

Leave Error Report														
Sensitive Personnel Data -- Use is Restricted														
Contact Point: 90 22 1690 04 40				Employing Office: 5317				Date Prepared: 11/6/2004						
Name	SSNO	SCD Date	A/T Cat	Type Leave	Type Empl	Prior Carryover	YTD Earned	YTD Used	YTD Cr	Ending Balance	P/T Carryover Balance	Accrued This PP	Used This PP	End Balance
		06/18/89	8	21	ANN	1	10.50	144.00	106.00	27.50		8.00	2.75	
		09/06/73	8	21	ANN	1	240.00	168.00	75.00	333.00		8.00	14.00	
			8	21	COMP	1		42.25	38.00	4.25		1.25	5.00	5.75 *
		06/24/85	8	21	COMP	1	2.00	15.50		17.50				23.50 *
		03/27/88	8	21	COMP	1		50.50	34.75	15.75		.50	1.00	21.75 *

* COMP Ending Balance = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS).

Total Employees: 4 Total Errors: 5

Changes annotated above are certified to be true and correct as of pay period _____.

Certified By: _____ Date: _____.

Figure 34. Leave Error report (with criteria)

Field Instructions

Contact Point

Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to select the applicable sort option. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **Contact Point, Last Name**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Outstanding Travel Advances (3731)

The Outstanding Travel Advances (3731) report (**Figure 35**) is displayed when you select **Outstanding Travel Advances (3731)** on the Administrative Reports menu (**Figure 19**). This report contains information on employees with outstanding travel advances. This information is summarized by either agency or originating office. Data for this report is obtained from the Travel System.

Organizational Structure

Personnel Office Identifier

Originating Office

Last Travel Date

Employee Status

Advance Date

Repayment Date

Advance Notice Date

Sort Order: Org

Figure 35. Outstanding Travel Advances (3731) report

After running the Outstanding Travel Advances (3731) report (**Figure 35**), the Outstanding Travel Advances (3731) report (**Figure 36**) (with criteria) is displayed.

United States Department of Agriculture
National Finance Center
List of Travel Advance Accounts With Outstanding Balances
U. S. Department Of Agriculture - Office Of The Chief Fin Ofc

(SENSITIVE PERSONNEL DATA - USE IS RESTRICTED)

Agency: OFFICE OF THE CHIEF FIN OFC
Originating Office:

Orig Office	Soc Sec No	Employee Name	Stat	Agency	Date	Amount	Date	Amount	Date	Amount	O/S
AG90906005		PAYROLL		AG90	02/19/04	\$200.00	02/12/04	\$100.00	03/01/04	\$100.00	
Total						\$200.00		\$100.00		\$100.00	

Figure 36. Outstanding Travel Advances (3731) report (with criteria)

Field Instructions

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Originating Office	Click this field to select the applicable originating office. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Last Travel Date	Click this field to select the employee's last travel date. You can either select a date or select Blank . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Employee Status	Click this field to select the employee's status. Valid values are 0=Payrolled, PR, NH, 1=Separated , and 2=Not Payrolled, NP, SA, NG . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Advance Date	Click this field to select the date of the applicable advance. You can either select a date or select Blank . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Repayment Date	Click this field to select repayment date. You can either select a date or select Blank . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Advance Notice Date	Click this field to select the advance notice date. You can either select a date or select Blank . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to Org . After making your selection, click [Done] , [Reset] , or [Cancel] as applicable.

T&A Error Analysis

The T&A Error Analysis report (**Figure 37**) is displayed when you select **T&A Error Analysis** from the Administrative Reports menu (**Figure 19**). This report provides a list of employees with T&A errors corrected during the pay period. This report is updated after TIME has executed.

Contact Point:
Sort Order: Contact Point, Last Name, First Name , Mid Init

Figure 37. T&A Error Analysis report

After running the T&A Error Analysis report (**Figure 37**), the T&A Error Analysis report (with criteria) (**Figure 38**).

Error Analysis by Contact Point (CULP0053)
Sensitive Personnel Data -- Use is Restricted
Agency: OFFICE OF THE CHIEF FINANCIAL OFFICER
Date Prepared: 3/2/2007 For Pay Period 03 Pass No. 1

Contact Point	E/O	Name	SSNO	P/P on TA	Msg #	Error Message Description
90 22 1690 40 35 5317				03	236	BASE TOUR MUST BE WORKED BEFORE O/T IS ALLOWED
				03	259	WEEKLY HRS EXCEED 35 OR LESS THAN 45 FOR AWS 5
90 22 1690 40 35 5317				03	236	BASE TOUR MUST BE WORKED BEFORE O/T IS ALLOWED
				03	259	WEEKLY HRS EXCEED 35 OR LESS THAN 45 FOR AWS 5

Contact Point Total T&A's: 2 Total Errors: 4

Figure 38. T&A Error Analysis report (with criteria)

Field Instructions:

Contact Point Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to **Contact Point, Last Name, First Name, Mid Init**.

T&A Missing Personnel Actions

T&A Missing Personnel Actions report (**Figure 39**) is displayed when you select **T&A Missing Personnel Actions** from the Administrative Reports menu (**Figure 19**). This report provides a list of T&As with missing personnel actions that require an action to be taken by the employee's personnel office. This must be done before the T&A can be processed. This report is updated after TIME has been executed.

Contact Point:
Sort Order: Contact Point, Last Name, First Name , Mid Init

Figure 39. T&A Missing Personnel Actions report

After running the T&A Missing Personnel Actions report (**Figure 39**), the T&A Missing Personnel Actions report (with criteria) (**Figure 40**) is displayed.

Error Analysis for T&A Processing (CULP0099)
Missing Personnel Actions
Sensitive Personnel Data -- Use is Restricted
Agency: OFFICE OF THE CHIEF FINANCIAL OFFICER
Date Prepared: 3/2/2007 For Pay Period 03 Pass No. 1

Contact Point	E/O	Name	SSNO	Org	P/P on TA	Msg #	Error Message Description
90 22 1690 40 84	5317			90 70 40 0090 15	03	137	EMPLOYEE IN NONPAY OR SEPARATED STATUS
					03	167	NTE DATE EXCEEDED
					03	193	T&A RECEIVED FOR SEPARATED EMPLOYEE

Contact Point Total T&A's: 1 Total Errors: 3

Figure 40. T&A Missing Personnel Actions report (with criteria)

Field Instructions:

- Contact Point** Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
- Sort Order** Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to **Contact Point, Last Name, First Name, Mid Init**.

T&As Not Received By NFC

The T&As Not Received By NFC report (**Figure 41**) is displayed when you select **T&As Not Received By NFC Report** from the Administrative Reports menu (**Figure 19**). This report provides a list of T&As not received by NFC for the current pay period being processed. Agencies should run this report Tuesday, Wednesday, Thursday, and Friday mornings after all T&As have been transmitted to NFC. This report is updated after TIME has been executed.

Contact Point:
Sort Order: Contact Point, Last Name

Figure 41. T&As Not Received By NFC report

After running the T&As Not Received By NFC report (**Figure 41**), the T&As Not Received By NFC report (with criteria) (**Figure 42**) is displayed.

Active Full/Part-Time Employees - T&A's Not Received by NFC								
T&A Contact Point Sequence								
As Of: 02/24/07								
For Pay Period 03								
Sensitive Personnel Data -- Use is Restricted								
Contact Point: 00-0 000-00 00 Employing Office: 2890								
Agency	Contact Point	SSNO	Name	POI	Last Paid	PP	Gr/St	Phone #
93	00-0000-00-00			2890	02/05/07	GS	05/01	000-000-0000

Figure 42. T&As Not Received By NFC (with criteria)

Field Instructions:

Contact Point

Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to **Contact Point, Last Name**.

Telephone Download

The Telephone Download report (**Figure 43**) is displayed when you select **Telephone Download** from the Administrative Reports menu (**Figure 19**). This report provides a download of all telephone data currently in the NFC database. Data for this report is obtained from TELE and is updated weekly.

```

Agency:
Account Number:
Account Status:
T&A Contact Point:
T&A Contact Name:
T&A Contact (City):
T&A Contact (State):
Service Location:
Service Location (City):
Service Location (State):
Vendor Number:
Vendor Name:
Vendor (City):
Vendor (State):
Type Service:
Billing Cycle:
  
```

Figure 43. Telephone Download report

After running the Telephone Download report (**Figure 43**), the Telephone Download report (with criteria) (**Figure 44**) is displayed.

Telephone (TELE) Data File									
A	B	C	D	E	F	G	H	I	
Account Number	Account Status	Service Location	Service Loc Address Line1	Service Loc Address Line2	T&A Contact	T&A Contact Name	T&A Contact Address Line1	T&A Contact Address Line2	
001014359	0	AFIS KNPLUNG BUS- 2700 FREDERICKSBURG ROAD	KERRVILLE TX 78029		0248620501	USDA AFIS US LIVESTK I 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		
000086071	0	USDA AFIS KNPLUNG 2700 FREDERICKSBURG ROAD	KERRVILLE TX 78029		0248620501	USDA AFIS US LIVESTK I 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		
000186039	0	USDA AFIS KNPLUNG 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		0248620501	USDA AFIS US LIVESTK I 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		
000187589	0	USDA AFIS KNPLUNG P.O. BOX 232	KERRVILLE TX 78029		0248620501	USDA AFIS US LIVESTK I 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		
000572594	0	USDA AFIS ADMN/O BOX 232	KERRVILLE TX		0248620501	USDA AFIS US LIVESTK I 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		
000792027	0	USDA AFIS US LIVESTK I PO BOX 232	KERRVILLE TX 78029		0248620501	USDA AFIS US LIVESTK I 2700 FREDERICKSBURG RD	KERRVILLE TX 78029		

Figure 44. Telephone Download report (with criteria)

Field Instructions:

Agency

Click the Agency field to select the applicable agency for the report. If a single agency, other than **01-Office Of The Secretary**, is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.

Account Number	Click this field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Account Status	Click this field to select the applicable account status. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
T&A Contact Point	Click this field to select the applicable T&A contact point. The available options are determined by selection criteria in previous fields. The T&A contact point is displayed in this field with the agency code, state code, town code, and unit code. The timekeeper code is not displayed in this field. The default for this field is A11 . Multiple or block selections are available in this field.
T&A Contact Name	Click this field to select the name of the applicable T&A contact point. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
T&A Contact (City)	Click this field to select the applicable city. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
T&A Contact (State)	Click this field to select the applicable state. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Location	Click this field to select the applicable service location. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Location (City)	Click this field to select the applicable service location city. The available options are determined selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Service Location (State)	Click this field to select the applicable service location state. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Vendor Number	Click this field to select the applicable vendor number for the applicable telephone company. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.

Vendor Name	Click this field to select the applicable vendor name. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Vendor (City)	Click this field to select the applicable vendor city. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Vendor (State)	Click this field to select the applicable vendor state. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Type Service	Click this field to select the applicable type of service. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.
Billing Cycle	Click this field to select the applicable time frame for the billing cycle. The available options are determined by selection criteria in previous fields. The default for this field is A11 . Multiple or block selections are available in this field.

Telephone Over The Max Limit

The Telephone Over the Max Limit report (**Figure 45**) is displayed when you select **Telephone Over The Max Limit** on the Administrative Reports menu (**Figure 19**). This report contains data regarding telephone accounts that have exceeded their service or toll limits.

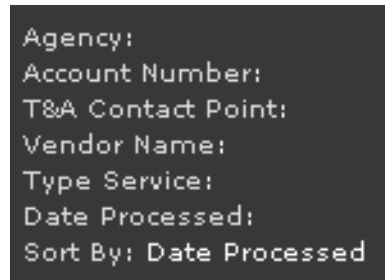


Figure 45. Telephone Over The Max Limit report

After running the Telephone Over The Max Limit report (**Figure 45**), the Telephone Over The Max Limit report (with criteria) (**Figure**) is displayed.

USDA - National Finance Center
Telephone Over the Max - Limit Report
Agency Equal To 90 and Account Number Equal To 00047168072 and T & A Contact Point Equal To 9022169007 and Date
Processed Equal To 06/29/2004 and Vendor Name Equal To SPRINT PCS and Type Service Equal To Miscellaneous

Sorted by Date Processed

Date Processed	Account Number	T&A Contact	Vendor Name	Service Location	Service Limit	Service Charge	Toll Limit	Toll Charge	Type Service
06/29/2004	00047168072	9022169007	SPRINT PCS	907001 P.O. BOX 60,000 NEW ORLEANS LA70160	0.00	0.00	0.00	1.50	Miscellaneous

Figure 46. Telephone Over The Max Limit report (with criteria)

Field Instructions

Agency Click this field to select the applicable agency. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Account Number Click this field to select the applicable account number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

T&A Contact Point Click this field to select the applicable T&A contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Vendor Name Click this field to select the applicable vendor name. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Service Click this field to select the applicable service type. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Date Processed

Click this field to select the applicable date processed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort By

Click this field to select the applicable sort options. This field defaults to **Date Processed**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Utilities (UTVN) Download

The Utilities (UTVN) Download report (**Figure 47**) is displayed when you select **Utilities (UTVN) Download** on the Administrative Reports menu (**Figure 19**). This report contains all UTVN data currently loaded in the Reporting Center. Data for this report is obtained from UTVN and is updated nightly.

Agency:
Account Number:
T&A Contact Point:
T&A Contact Name:
T&A Contact (City):
T&A Contact (State):
Service Location:
Service Location (City):
Service Location (State):
Vendor Number:
Vendor Name:
Vendor (City):
Vendor (State):

Figure 47. Utilities (UTVN) Download report

After running the Utilities (UTVN) Download report (**Figure 47**), the Utilities (UTVN) report (with criteria) (**Figure 48**) is displayed.

Account Number	Accounting Station	Organization Structure Code	Service Loc Name	Service Loc Address	Service Loc City St Zip	T&A Con
11030095 00	0	AG90	USDA, NFC	4301 POCHIE CT W	NEW ORLEANS LA 70129	9022169003

Figure 48. Utilities (UTVN) Download report (with criteria)

Field Instructions

Agency	Click this field to select the applicable agency. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Account Number	Click this field to select the applicable account number. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
T&A Contact Point	Click this field to select the the applicable T&A contact point. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
T&A Contact Name	Click this field to select the applicable T&A contact. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
T&A Contact (City)	Click this field to select the applicable city. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
T&A Contact (State)	Click this field to select the applicable state. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

Service Location	Click this field to select the applicable location. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Service Location (City)	Click this field to select the applicable city. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Service Location (State)	Click this field to select the applicable state. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Vendor Number	Click this field to select the applicable 9-digit vendor number. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Vendor Name	Click this field to select the applicable vendor. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Vendor (City)	Click this field to select the applicable city. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Vendor (State)	Click this field to select the applicable 2-character state code. This field is generated based upon the selection made in the Vendor (City) field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

Running Financial Reports

This Financial Reports menu (Figure 49) contains the following reports:

[FSDW Abnormal Balance By Fund](#)
[FSDW Abnormal Balance By Treas Sym](#)
[FSDW Adjustments Report](#)
[FSDW BR And SF113 Comparison](#)
[FSDW Consolidated Financial Statements](#)
[FSDW Consolidating Financial Statements](#)
[FSDW Crosswalk Trial Balance](#)
[FSDW Eliminations Report](#)
[FSDW Facts I File](#)
[FSDW FMS2108](#)
[FSDW Financial Statement Consistency Report](#)
[FSDW GL \(General Ledger\) Account Trial Balance](#)
[FSDW Preliminary Financial Statements](#)
[FSDW SF133](#)
[FSDW Trial Balance](#)
[FSDW Trial Balance By Treasury Symbol](#)
[SF-2812](#)
[SF-224 Abstract Of Trans \(SCAP5D\)](#)
[Statement Of Earnings And Leave](#)
[W2 Wage And Tax Statement](#)

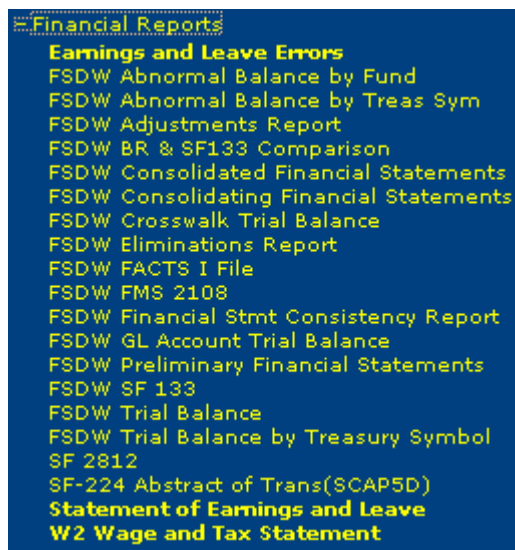


Figure 49. Financial Reports menu

FSDW Abnormal Balance By Fund Report

The FSDW Abnormal Balance By Fund report (**Figure 50**) is displayed when you select **FSDW Abnormal Balance By Fund** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Fiscal Year:
Fiscal Month:
Mission Area:
Agency:
POD:
Fund:
Treasury Symbol:

Figure 50. FSDW Abnormal Balance By Fund report

After running the FSDW Abnormal Balance By Fund report (**Figure 50**), the FSDW Abnormal Balance By Fund report (with criteria) (**Figure 51**) is displayed.

ABBR Run Date:12/15/2003

U.S. Department of Agriculture
Coop.state Research Ser
Abnormal Balance Report
Period Ending March 31, 2003
POD = USDA and Fund = 00 and Treasury Symbol = 1211500 and Beginning Fiscal Year = 2001

GL Account	Beg. BFY	End BFY	Fund Code	Normal Balance	Actual Balance	Amount
1010	01	XX	00	Debit	Credit	(\$6,721,489.61)
					GL Account Total:	(\$6,721,489.61)
1830	01	XX	00	Debit	Credit	(\$5,184.00)
					GL Account Total:	(\$5,184.00)
1839	01	XX	00	Credit	Debit	\$4,751.81
					GL Account Total:	\$4,751.81
3100	01	XX	00	Credit	Debit	\$7,878,944.73
					GL Account Total:	\$7,878,944.73
4201	01	XX	00	Debit	Credit	(\$6,721,489.61)
					GL Account Total:	(\$6,721,489.61)
4650	01	XX	00	Credit	Debit	\$15,006,153.07
					GL Account Total:	\$15,006,153.07
					Total:	\$9,441,686.39

For Official Use Only

Figure 51. FSDW Abnormal Balance By Fund report (with criteria)

Field Instructions:

Fiscal Year

Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position year is displayed on the report.

Fiscal Month

Click this field to indicate the month to be displayed on the report. The two-position numeric month is displayed in this field. The complete alpha month is displayed on the report.

Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.

POD

Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.

Fund

Click this field to indicate the fund to be displayed on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field.

FSDW Abnormal Balance By Treas Sym

The FSDW Abnormal Balance By Treas Sym report (**Figure 52**) is displayed when you select **FSDW Abnormal Balance By Treas Sym** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Fiscal Year:
Fiscal Month:
Mission Area:
Agency:
POD:
Fund:
Treasury Symbol:

Figure 52. FSDW Abnormal Balance By Treas Sym report

After running the FSDW Abnormal Balance By Treas Sym report (**Figure 52**), the FSDW Abnormal Balance By Treas Sym report (with criteria) (**Figure 53**) is displayed.

ABBR Run Date:12/15/2003

U.S. Department of Agriculture
Ocfo, Usda/nfc
Abnormal Balance by Treasury Symbol Report
Period Ending April 30, 2002
POD = USDA and Fund = 9045 and Treasury Symbol = 1210014 and Beginning Fiscal Year = 2001

GL Account	Name	Normal Balance	Actual Balance	Amount
Treasury Symbol: 1210014				
1010	FUND BALANCE WITH TREASURY	Debit	Credit	(\$308.18)
1011	SF-224 DISBURSEMENTS	Credit	Debit	\$498.60
1015	NON 224 CASH	Debit	Credit	(\$1,816,360.02)
1410	ADVANCES TO OTHERS	Debit	Credit	(\$191.82)
4650	ALLOTMENTS EXPIRED AUTHORITY	Credit	Debit	\$1,816,361.42
4801	UNDEL ORDERS OBLIG-UNPAID	Credit	Debit	\$1,816,361.42

For Official Use Only

Figure 53. FSDW Abnormal Balance By Treas Sym report (with criteria)

Field Instructions:

- Fiscal Year** Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position year is displayed on the report.
- Fiscal Month** Click this field to indicate the month to be displayed on the report. The two-position numeric month is displayed in this field. The complete alpha month is displayed on the report.
- Mission Area** Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.

POD

Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.

Fund

Click this field to indicate the fund to be displayed on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field.

Beginning Fiscal Year

Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

FSDW Adjustments Report

The FSDW Adjustments Report (**Figure 54**) is displayed when you select **FSDW Adjustments** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

```

Report Year:
Report Period:
Mission Area:
Agency:
Report Line:
Adjustment Type:
Control Number:
User Id:
  
```

Figure 54. FSDW Adjustments report

After running the FSDW Adjustments report (**Figure 54**), the FSDW Adjustments report (with criteria) (**Figure 55**) is displayed.

ADJR Run Date: 4/7/2003

U.S. Department of Agriculture
Adjustments Report
Period Ending September 30, 2002

Report Row = and Adjustment Type = and User Id =

USDA Line Number	Type of Adjustment	Control Number	User Id	Debit	Credit
				0.00	22,620,376.75
				0.00	602.18
			USDA Line Number Total:	0.00	22,620,978.93
			Department Total:	0.00	22,620,978.93

For Official Use Only

Figure 55. FSDW Adjustments report (with criteria)

Field Instructions:

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.

Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

Agency	Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.
Report Line	Click this field to indicate the report line to be displayed on the report.
Adjustment Type	Click this field to indicate the adjustment type to be displayed on the report.
Control Number	Click this field to indicate the control number to be displayed on the report.
User ID	Click this field to indicate the user ID to be displayed on the report.

► FSDW BR And SF113 Comparison

The FSDW BR And SF113 Comparison report (**Figure 56**) is displayed when you select **FSDW BR And SF113 Comparison** on the Financial Reports (**Figure 49**) menu. This report contains financial data from the FFIS Consolidated Financial Statements Data Warehouse.



The screenshot shows a blue rectangular box containing the following text in yellow:

Fiscal Year:

Fiscal Month:

Agency:

Treasury Symbol:

Summary or Detail Report: Summary

Figure 56. FSDW BR And SF113 Comparison report

Field Instructions:

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fiscal Month	Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	The default for this field is All . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable. You must first complete the Fiscal Year and Fiscal Month fields before completing this field.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. The default for this field is All . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Summary Or Detail Report	Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are Summary and Detail . After making your selection, click [Done] or [Cancel] as applicable.◀

FSDW Consolidated Financial Statements

The FSDW Consolidated Financial Statements report (**Figure 57**) is displayed when you select **FSDW Consolidated Financial Statements** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

```

Financial Statement: Balance Sheet
Report Year:
Report Period:
Comparative Statements: No
Mission Area:
Agency:
POD:
Fund:
Treasury Symbol:
  
```

Figure 57. FSDW Consolidated Financial Statements report

After running the FSDW Consolidated Financial Statements report (**Figure 57**), the FSDW Consolidated Financial Statements report (with criteria) (**Figure 58**) is displayed.

DCFS Run Date: 1/13/2004

U.S. Department of Agriculture
Balance Sheet
Departmental Consolidated Financial Statement
Period Ending October 31, 2003
(in millions)
POD = PDFA

	Amount
Assets (Note):	
Intragovernmental:	
1. Fund Balance with Treasury (Note)	
2. Investments (Note)	
3. Accounts Receivable, Net (Note)	
4. Other (Note)	
5. Total Intragovernmental	0
6. Cash and Other Monetary Assets (Note)	
7. Investments (Note)	
8. Accounts Receivable, Net (Note)	
9. Loans Receivable and Related Foreclosed Property, Net (Note)	
10. Inventory and Related Property, Net (Note)	
11. General Property, Plant, and Equipment, Net (Note)	
12. Other (Note)	
13. Total Assets	0
Liabilities (Note):	
Intragovernmental	
14. Accounts Payable	
15. Debt (Note)	
16. Other (Note)	
17. Total Intragovernmental	0
18. Accounts Payable	
19. Loan Guarantee Liability (Note)	
20. Debt Held by the Public (Note)	
21. Environmental and Disposal Liabilities (Note)	
22. Other (Note)	
23. Total Liabilities	0
24. Commitments and Contingencies (Note)	
Net Position:	
25. Unexpended Appropriations	
26. Cumulative Results of Operations	
27. Total Net Position	0
28. Total Liabilities and Net Position	0

Figure 58. FSDW Consolidated Financial Statements report (with criteria)

Field Instructions:

Financial Statement	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are Balance Sheet , Statement Of Budgetary Resources , Statement Of Net Cost , Statement Of Changes In Net Position , or Statement Of Financing . This field defaults to Balance Sheet . After making your selection, click [Done] or [Reset] , as applicable.
Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
POD	Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

► FSDW Consolidating Financial Statements

The FSDW Consolidating Financial Statements Comparison report (**Figure 59**) is displayed when you select **FSDW Consolidating Financial Statements** on the Financial Reports (**Figure 49**) menu. This report contains consolidating balance sheet which reflects financial data from the FFIS Consolidated Financial Statements Data Warehouse. Data for this report is obtained from the FFIS Consolidated Financial Statements Data Warehouse.

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Fund:
Treasury Symbol:

Figure 59. FSDW Consolidating Financial Statements report

After running the FSDW Consolidating Financial Statements report (**Figure 59**), the FSDW Consolidating Financial Statements report (with criteria) (**Figure 60**) is displayed.

DCFS - Run Date: 1/14/2007

Consolidating Balance Sheet
As of January 31, 2004

	Total Amount
Assets:	
Intragovernmental:	
1. Fund Balance with Treasury (Note)	0.00
2. Investments (Note)	0.00
3. Accounts Receivable, Net (Note)	0.00
4. Loans Receivable	0.00
5. Other (Note)	0.00
6. Total Intragovernmental	0.00
7. Cash and Other Monetary Assets (Note)	0.00
8. Investments (Note)	0.00
9. Accounts Receivable, Net (Note)	0.00
10. Taxes Receivable	0.00
11. Loans Receivable and Related Foreclosed Property, Net (Note)	0.00
12. Inventory and Related Property, Net (Note)	0.00
13. General Property, Plant, and Equipment, Net (Note)	0.00
14. Other (Note)	0.00
15. Total Assets (Note)	0.00
Liabilities:	
Intragovernmental:	
16. Accounts Payable	0.00
17. Debt (Note)	0.00
18. Other (Note)	0.00
19. Total Intragovernmental	0.00
20. Accounts Payable	0.00
21. Loan Guarantee Liability (Note)	0.00
22. Debt Held by the Public (Note)	0.00
23. Federal Employee and Veterans Benefits	0.00
24. Environmental and Disposal Liabilities (Note)	0.00
25. Benefits due and Payable	0.00
26. Other (Note)	0.00
27. Total Liabilities (Note)	0.00
28. Commitments and Contingencies (Note)	
Net Position:	
29. Unexpended Appropriations	0.00
29a. Unexpended Appropriations - earmarked funds	0.00
29b. Unexpended Appropriations - other funds	0.00
30. Cumulative Results of Operations	0.00
30a. Cumulative Results of Operations - earmarked funds	0.00
30b. Cumulative Results of Operations - other funds	0.00
31. Total Net Position	0.00
32. Total Liabilities and Net Position	0.00

Figure 60. FSDW Consolidating Financial Statements report (with criteria)

Field Instructions:

Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. You must complete the Report Year and Report Period field before you can complete this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fund	Click this field to fund to be displayed on the report. You must complete the Report Year and Report Period field before you can complete this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to select the treasury symbol to be displayed on the report. You must complete the Report Year and Report Period field before you can complete this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.◀

FSDW Crosswalk Trial Balance

The FSDW Crosswalk Trial Balance report (**Figure 61**) is displayed when you select **FSDW Crosswalk Trial Balance** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

```

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Agency:
POD:
Report Line:
GL Account:
Fund:
Treasury Symbol:
  
```

Figure 61. FSDW Crosswalk Trial Balance report

After running the FSDW Crosswalk Trial Balance report (**Figure 61**), the FSDW Crosswalk Trial Balance report (with criteria) (**Figure 62**) is displayed.

DTBR Run Date:1/15/2004

U.S. Department of Agriculture
Balance Sheet
Crosswalk Trial Balance
Period Ending December 31, 2002

Report Line = 01 or 02 or 03 or 04 or 05 or 06 or 07 or 08 or 09 or 10 and GL Account = 1010 FUND BALANCE WITH TREASURY or 1011 SF-224 DISBURSEMENTS or 1012 SF-224 COLLECTIONS or 1013 OPAC DISBURSEMENTS or 1014 OPAC COLLECTIONS or 1015 NON 224 CASH and Fund = ABCO and Treasury Symbol = 12F3875 and Beginning Fiscal Year = 2003

USDA Line Number	GL Account Title	Account Number	Accounting Period	Fund Category	Vendor Type	Amount
01	SF-224 DISBURSEMENTS	1011	0301	D	C	\$8,635.43
01	SF-224 DISBURSEMENTS	1011	0302	D	C	(\$8,504.09)
01	SF-224 DISBURSEMENTS	1011	0303	D	C	(\$131.34)
01	OPAC COLLECTIONS	1014	0301	D	C	(\$1,955.09)
01	OPAC COLLECTIONS	1014	0303	D	C	(\$4,000.00)
USDA Line Number Total:						(\$5,955.09)
Department Total:						(\$5,955.09)

For Official Use Only

Figure 62. FSDW Crosswalk Trial Balance report (with criteria)

Field Instructions:

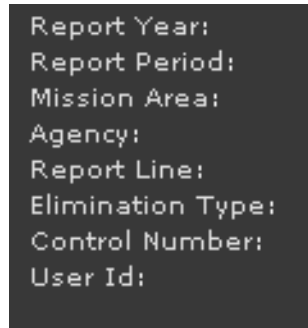
Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
POD	Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.
Report Line	Click this field to indicate the report line to be displayed on the report. Valid values are 01–28 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
GL Account	Click this field to indicate the GL code to be displayed on the report. Both the four-digit code and the literal for the code are displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

FSDW Eliminations Report

The FSDW Eliminations report (**Figure 63**) is displayed when you select **FSDW Eliminations Report** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.



Report Year:
Report Period:
Mission Area:
Agency:
Report Line:
Elimination Type:
Control Number:
User Id:

Figure 63. FSDW Eliminations report

After running the FSDW Eliminations report (**Figure 63**), the FSDW Eliminations report (with criteria) (**Figure 64**) is displayed.



IDER Run Date: 4/7/2003

U.S. Department of Agriculture
Coop.state Research Ser (22)
Eliminations Report
Period Ending September 30, 2002

Report Row = and Adjustment Type = and Control Number = and User Id =

USDA Line Number	Type of Elimination	Control Number	User Id	Debit	Credit
USDA Line Number Total:					
Agency Total:					
For Official Use Only					

Figure 64. FSDW Eliminations report (with criteria)

Field Instructions:

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.

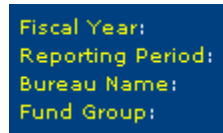
Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.
Report Line	Click this field to indicate the report line to be displayed on the report.
Elimination Type	Click this field to indicate the elimination type to be displayed on the report. The two-position code is displayed on the report.
Control Number	Click this field to indicate the control number to be displayed on the report.
User ID	Click this field to indicate the user ID to be displayed on the report.

► FSDW Facts I File

The FSDW Facts I File report (**Figure 65**) is displayed when you select **FSDW Facts I File** on the Financial Reports (**Figure 49**) menu. This report downloads FSDW Facts I data into an Excel spreadsheet. Data for this report is obtained from the Intradepartmental Transactions Reconciliation (ITRS) FSDW LoadAll table.



Fiscal Year:
Reporting Period:
Bureau Name:
Fund Group:

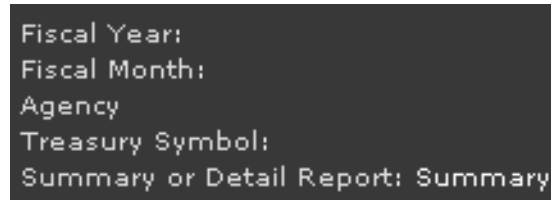
Figure 65. Facts I report

Field Instructions:

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Reporting Period	Click this field to indicate the reporting period to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Bureau Name	Click this field to indicate the Bureau Name to be displayed on the report. After making your selection, click [Back] to return to the report.
Fund Group	Click this field to indicate the reporting period to be displayed on the report. After making your selection, click [Back] to return to the report.◀

FSDW FMS2108

The FSDW FMS2108 report (**Figure 66**) is displayed when you select **FSDW FMS2108** on the Financial Reports (**Figure 49**) menu. This report contains financial data from FFIS and is updated monthly.



Fiscal Year:
Fiscal Month:
Agency
Treasury Symbol:
Summary or Detail Report: Summary

Figure 66. FSDW FMS2108 report

After running the FMS2108 report (**Figure 66**), the FSDW FMS2108 report (with criteria) (**Figure 67**) is displayed.

United States Department of Agriculture Federal Agencies Centralized Trial Balance System II FMS 2108 Year-End Closing Statement For the Period Ending September 30, 2003	
Agency: Risk Management Agency (08) Treasury Symbol: 1232707	
Description	Total
2. Preclosing Unexpended Balance	0.00
3. Increases and Rescissions	0.00
4. Unobligated and Obligated Balance Withdrawn/Canceled	0.00
5. Postclosing Unexpended Balance	16,895,079.20
6. Other Authorizations	0.00
7. Reimbursements Earned and Refunds	0.00
8. Unfilled Customer Orders	0.00
9. Undelivered Orders and Contracts	13,930,906.00
10. Accounts Payable and Other Liabilities	2,932,082.77
11. Unobligated Balance	32,090.43

Figure 67. FSDW FMS2108 report (with criteria)

Field Instructions

Fiscal Year	Click this field to select the applicable fiscal year to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fiscal Month	Click this field to select the applicable reporting period to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the applicable agency to be displayed on the report. The agencies are listed alphabetically. The default for this field is A11 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to select the applicable treasury symbol to be displayed on the report. The default for this field is A11 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

**Summary Or Detail
Report**

Click this field to select whether you want the report summarized into one report or in detail reports. The default for this field is **Summary**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

FSDW Financial Statement Consistency Report

The FSDW Financial Statement Consistency report (**Figure 69**) is displayed when you select **FSDW Financial Statement Consistency** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

```

Report Year:
Report Period:
Mission Area:
Agency:
POD:
GL Account:
Fund:
Treasury Symbol:
Include Eliminations?: No
  
```

Figure 68. FSDW Financial Statement Consistency report

After running the FSDW Financial Statement Consistency report (**Figure 69**), the FSDW Financial Statement Consistency report (with criteria) (**Figure 70**) is displayed.

Less: Offsetting Collections, Recoveries, or Prior...		~	0.00	~	0.00	~	0.00
			Line 2		Line 3 + 4		
Status of Budgetary Resources				&	0.00		
					Line 7	&	0.00
				&	0.00		
					Line 11		
Obligated Balance, Net				?			
					Line 14 (Prior Yr)	?	0.00
				?	0.00		
					Line 12		
Unobligated Balance				?	615,122.00		
					Line 9 + 10 (Prior Yr)	?	615,122.00
				?	0.00		
					Line 2a.		
Less: Offsetting Receipts		<>	0.00	<>	0.00	<>	0.00
			Line 4		Line 16		
Donations and Forfeitures of Property		**	0.00	**	0.00	**	0.00
			Line 12		Line 6		
Transfers In/Out Without Reimbursement		{}	0.00	{}	0.00	{}	0.00
			Line 13		Line 7		
Other		++	0.00	++	0.00	++	0.00
			Line 15		Line 9		
FOR OFFICIAL USE ONLY							

Figure 69. FSDW Financial Statement Consistency report (with criteria)

FSCR Run Date: 1/14/2004

U.S. Department of Agriculture
Financial Statement and Footnote Consistency Report
Period Ending December 31, 2002
GL Account = 1010 FUND BALANCE WITH TREASURY and Fund = ACAC and Treasury Symbol = 1215208

	Balance Sheet	Net Cost	Stmnt. of Changes in Net Position	Stmnt. of Financing	Budgetary Resources	Difference
Net Position	@ 0.00 Line 27	@ 0.00 Line 18			@ 0.00	
Unexp Approp	! 0.00 Line 25	! 0.00 Line 18 Col II			! 0.00	
Cumm Results	= 0.00 Line 26	= 0.00 Line 18 Col I			= 0.00	
Assets	# 615,022.56 Line 13					
Liabilities and Net Position	# 0.00 Line 28					# 615,022.56
Net Cost		^ 0.00 Line 10	^ 0.00 Line 17	^ 0.00 Line 30		^ 0.00 NC<>NP ^ 0.00 NC<>SOF
Ending Net Position Cumm Results (Col I)		% -820,434.32 Line 18 Col I				% -820,434.32
Beginning net Position Cumm Results (Col I)		% 0.00 Line 3 Col I				
Ending Net Position Unexp Approp (Col II)		% 1,069,000.00 Line 18 Col II				% 1,069,000.00
Beginning net Position Unexp Approp (Col II)		% 0.00 Line 3 Col II				
Appropriations Received		+ 0.00 Line 4 Col II		+ 0.00 Line 1.a.	+ 0.00	
* Except for appropriated earmarked receipts, typically in Special & Non-Revolving Trust Funds						
Imputed Financing Source		\$ 0.00 Line 14	\$ 0.00 Line 8		\$ 0.00	
Obligations Incurred			* 0.00 Line 1	* 0.00 Line 8c		* 0.00

Less: Offsetting Collections, Recoveries, or Prior...	~ 0.00 Line 2	~ 0.00 Line 3 + 4	~ 0.00
Status of Budgetary Resources		& 0.00 Line 7	& 0.00
		& 0.00 Line 11	
Obligated Balance, Net		? 0.00 Line 14 (Prior Yr) ? 0.00 Line 12	? 0.00
Unobligated Balance		? 615,122.00 Line 9 + 10 (Prior Yr) ? 0.00 Line 2a.	? 615,122.00
Less: Offsetting Receipts	<> 0.00 Line 4	<> 0.00 Line 16	<> 0.00
Donations and Forfeitures of Property	** 0.00 Line 12	** 0.00 Line 6	** 0.00
Transfers In/Out Without Reimbursement	{ } 0.00 Line 13	{ } 0.00 Line 7	{ } 0.00
Other	++ 0.00 Line 15	++ 0.00 Line 9	++ 0.00

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Figure 70. FSDW Financial Statement Consistency report (with criteria)

Field Instructions:

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
POD	Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.
GL Account	Click this field to indicate the GL code to be displayed on the report. The four-position code and the literal are both displayed in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Include Eliminations	Click this field to indicate whether or not to include eliminations. Valid values are Yes and No . This field defaults to No . After making your selection, click [Done] or [Reset] , as applicable.

FSDW GL Account Trial Balance

The FSDW GL Account Trial Balance report (**Figure 71**) is displayed when you select **FSDW GL Account Trial Balance** on the Financial Reports (**Figure 49**) menu. This report contains data from the FFIS database.

Report Year:
Report Period:
Mission Area:
Agency:
POD:
GL Account:
Fund:
Treasury Symbol:

Figure 71. FSDW GL Account Trial Balance report

After running the FSDW GL Account Trial Balance report (**Figure 71**), the FSDW GL Account Trial Balance report (with criteria) (**Figure 72**) is displayed.

DGLR Run Date:1/23/2004

U.S. Department of Agriculture
Department GL Account Trial Balance Report
Period Ending December 31, 2001
GL Account = 1011 SF-224 DISBURSEMENTS

GL Account	GL Account Name	Amount
1011	SF-224 DISBURSEMENTS	(\$4,482,646,647.04)
Department Total:		(\$4,482,646,647.04)
FOR OFFICIAL USE ONLY		

Figure 72. FSDW GL Account Trial Balance report (with criteria)

Field Instructions:

- Report Year** Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
- Report Period** Click this field to indicate the time period to be displayed on the report. Valid values are **00–17**.
- Mission Area** Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.

POD

Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.

GL Account

Click this field to indicate the GL code to be displayed on the report. Both the four-position code and the literal are displayed in this field.

Fund

Click this field to indicate the fund to be displayed on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field.

FSDW Preliminary Financial Statements

The FSDW Preliminary Financial Statements report (**Figure 73**) is displayed when you select **FSDW Preliminary Financial Statements** on the Financial Reports (**Figure 49**) menu. This report contains data from the FFIS database.

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Agency:
POD:
Fund:
Treasury Symbol:

Figure 73. FSDW Preliminary Financial Statements report

After running the FSDW Preliminary Financial Statements report (**Figure 73**), the FSDW Preliminary Financial Statements report (with criteria) (**Figure 74**) is displayed.

PFDS - Run Date: 1/23/2004

U.S. Department of Agriculture
Balance Sheet
Departmental Preliminary Financial Statement
Period Ending September 30, 2002
Fund - ABCD and Treasury Symbol - 12F1875

	FFIS Data	Non-FFIS Data	Source System Subtotal	Adjustments	Subtotal	Intra-Mission Area Eliminations	Mission Area Subtotal	Inter-Mission Area Eliminations	Total Amount
Assets (Note):									
Intragovernmental:									
1. Fund Balance with Treasury (Note)	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05
2. Investments (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Accounts Receivable, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Total Intragovernmental	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05
6. Cash and Other Monetary Assets (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Investments (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Accounts Receivable, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Loans Receivable and Related Collateral Property, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Inventory and Related Property, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11. General Property, Plant, and Equipment, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13. Total Assets	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05
Liabilities (Note):									
Intragovernmental:									
14. Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15. Debt (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17. Total Intragovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18. Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19. Loan Guarantee Liability (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20. Debt Held by the Public (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21. Environmental and Disposal Liabilities (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22. Other (Note)	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05
23. Total Liabilities	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05
24. Commitments and Contingencies (Note)									
Net Position:									
25. Unexpended Appropriations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26. Cumulative Results of Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27. Total Net Position	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28. Total Liabilities and Net Position	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05	0.00	5,006.05

For Official Use Only

Figure 74. FSDW Preliminary Financial Statements report (with criteria)

Field Instructions:

Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
POD	Click this field to select the POD to be displayed on the report. If you make a selection in this field, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area and Agency fields will be deleted.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

FSDW SF133

The FSDW SF133 report (**Figure 75**) is displayed when you select **FSDW SF133** on the Financial Reports (**Figure 49**) menu. This report contains financial data from FFIS and is updated monthly.

Fiscal Year:
Fiscal Month:
Agency:
Treasury Symbol:
Summary or Detail Report: Summary

Figure 75. FSDW SF133 report

After running the FSDW SF133 report (**Figure 75**), the FSDW SF133 report (with criteria) (**Figure 76**) is displayed.

United States Department of Agriculture Federal Agencies Centralized Trial Balance System II SF 133 Report on Budget Execution and Budgetary Resources For the Period Ending September 30, 2003		
Agency: Office Of The Chief Fin Ofc (90)		
Treasury Symbol: 12X0115		
Description	Total	
Budgetary Resources		
1. Budget Authority:		
A. Appropriation		0.00
B. Borrowing Authority		0.00
C. Contract Authority		0.00
D. Net Transfers (+ or -)		0.00
E. Other		0.00
2. Unobligated Balance:		
A. Brought Forward, October 1 (+ or -)	37,762,450.02	
B. Net Transfers, Actual (+ or -)		0.00
C. Anticipated Transfers Balances (+ or -)		0.00
3. Spending Authority From Offsetting Collections:		
A. Earned:		
1. Collected	1,291,905.19	
2. Receivable from Federal Sources	4,042,544.49	
B. Change in Unfilled Customers Orders:		
1. Advance Received		0.00
2. Without Advance From Federal Sources	8,171,905.93	
C. Anticipated For Rest of Year, Without Advances:		
D. Transfers From Trust Funds:		
1. Collected		0.00
2. Anticipated		0.00
4. Recoveries of Prior-Year Obligations:		
A. Actual	38,695.26	
B. Anticipated		0.00
5. Temporarily Not Available Pursuant to Public Law: (-)		
6. Permanently Not Available:		
A. Cancellations of Expired and No-Year Accounts (-)		0.00
B. Enacted Rescissions (-)		0.00
C. Capital Transfers and Redemption of Debt		0.00
D. Other Authority Withdrawn (-)		0.00
E. Pursuant to Public Law (-) (-)		0.00
F. Anticipated Rest of Year (-)		0.00
7. Total Budgetary Resources		51,307,500.89

Status of Budgetary Resources	
8. Obligations Incurred:	
A. Direct:	
1. Category A	0.00
2. Total, Category B	28,032,340.72
3. Exempt from Apportionment	0.00
B. Reimbursable:	
1. Category A	0.00
2. Category B	13,418,522.61
3. Exempt From Apportionment	0.00
9. Unobligated Balance:	
A. Apportioned	
1. Balance Currently Available	9,895,336.88
2. Anticipated (+ or -)	0.00
B. Exempt From Apportionment	
C. Other Available	
10. Unobligated Balance Not Available:	
A. Apportioned For Subsequent Periods	0.00
B. Deferred	0.00
C. Withheld Pending Rescission	0.00
D. Other	-38,699.32
11. Total Status of Budgetary Resources	51,307,500.89
Relation of Obligations to Outlays	
12. Obligated Balance, Net as of October 1	38,642,106.27
13. Obligated Balance Transferred, Net (+ or -)	0.00
14. Obligated Balance, Net, End of Period	
A. Accounts Receivable (-)	-6,101,501.99
B. Unfilled Customer Orders From Federal Sources (-)	-9,337,125.29
C. Undelivered Orders (+)	39,909,228.89
D. Accounts Payable (+)	1,489,497.20
15. Outlays:	
A. Disbursements (+)	41,879,725.11
B. Collections (-)	-1,291,905.19

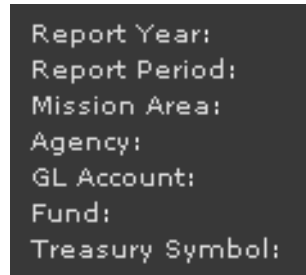
Figure 76. FSDW SF133 report

Field Instructions

Fiscal Year	Click this field to select the applicable fiscal year to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fiscal Month	Click this field to select the applicable reporting period to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the applicable agency to be displayed on the report. The available agencies are listed in alphabetical order. The default for this field is A11 . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to select the applicable treasury symbol to be displayed on the report. The default for this field is A11 . After making your selection, click [Done] , [Cancel] , [Reset] , or [Reset] , as applicable.
Summary Or Detail Report	Click this field to select whether you want the report summarized into one report or in detail reports. The default for this field is Summary . After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

FSDW Trial Balance

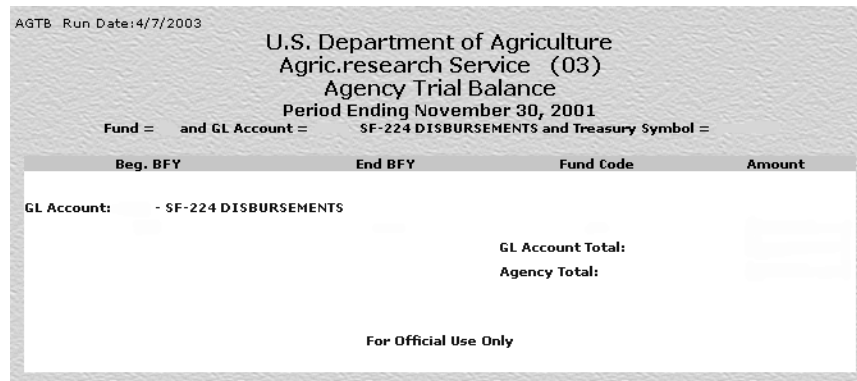
The FSDW Trial Balance report (**Figure 77**) is displayed when you select **FSDW Trial Balance** on the Financial Reports (**Figure 49**) menu. This report contains data from the FFIS database.



Report Year:
Report Period:
Mission Area:
Agency:
GL Account:
Fund:
Treasury Symbol:

Figure 77. FSDW Trial Balance report

After running the FSDW Trial Balance report (**Figure 77**), the FSDW Trial Balance (with criteria) (**Figure 78**) is displayed.



AGTB Run Date: 4/7/2003

U.S. Department of Agriculture
Agric.research Service (03)
Agency Trial Balance
Period Ending November 30, 2001
Fund = and GL Account = SF-224 DISBURSEMENTS and Treasury Symbol =

Beg. BFY	End BFY	Fund Code	Amount
GL Account: - SF-224 DISBURSEMENTS			
GL Account Total:			
Agency Total:			
For Official Use Only			

Figure 78. FSDW Trial Balance report (with criteria)

Field Instructions:

- Report Year** Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
- Report Period** Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. Valid values are **00–17**.
- Mission Area** Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.

GL Account

Click this field to indicate the GL code to be displayed on the report. Both the GL code and the literal are displayed in this field. The code is displayed on the report.

Fund

Click this field to indicate the fund to be displayed on the report. The code is displayed in this field and on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field.

FSDW Trial Balance By Treasury Symbol

The FSDW Trial Balance By Treasury Symbol report (**Figure 79**) is displayed when you select **FSDW Trial Balance By Treasury Symbol** on the Financial Reports (**Figure 49**) menu. This report contains financial data from FFIS.

Report Year:
Report Period:
Mission Area:
Agency:
POD:
GL Account:
Fund:
Treasury Symbol:

Figure 79. FSDW Trial Balance By Treasury Symbol report

After running the FSDW Trial Balance by Treasury Symbol report (**Figure 79**), the FSDW Trial Balance by Treasury Symbol report (with criteria) (**Figure 80**) is displayed.

AGTB Run Date:12/17/2003

U.S. Department of Agriculture
Animal And Plant Health Inspection
Agency Trial Balance
Period Ending November 30, 2001
POD = USDA and Fund = 07 and GL Account = 1012 SF-224 COLLECTIONS and Treasury Symbol = 123200 and
Beginning Fiscal Year = 2001

GL Account	Name	Vendor Type	Amount
Treasury Symbol: 123200			
1012	SF-224 COLLECTIONS	N	\$100.00
GL Account Total:			\$100.00
Treasury Symbol Total:			\$100.00
Agency Total:			\$100.00

For Official Use Only

This report includes certain Treasury Symbols that are excluded from the financial statements, therefore the reports will not match.

Figure 80. FSDW Trial Balance By Treasury Symbol report (with criteria)

Field Instructions:

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.

Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
POD	Click this field to select the POD to be displayed on the report. If you make a selection in this field, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area and Agency fields will be deleted.
GL Account	Click this field to indicate the GL code to be displayed on the report. Both the four-digit code and the literal for the code are displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field.

SF 2812

The SF 2812 report (**Figure 81**) is displayed when you select **SF 2812** on the Financial Reports (**Figure 49**) menu. This report displays the biweekly withholding and contribution amounts for health benefits, life insurance, and retirement. This data is displayed by payroll office. This report contains data from the Payroll/Personnel database and is updated biweekly.

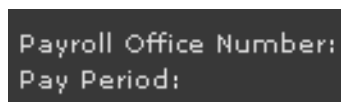


Figure 81. SF-2812 report

After running the SF-2812 report (**Figure 81**), the SF-2812 report (with criteria) (**Figure 82**) is displayed.

REPORT OF WITHHODINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT		Interagency Report No. 1064-OPM-AR	
Address (Including Department, Bureau, Location and Zip Code)	Payroll Office Number	Report Number	
	Month Reported on Statement of Transactions	Date Payroll Paid	
Telephone Number (including Area Code)	Pay Period		
	From	To	
To:	<input type="checkbox"/> Check Attached	<input type="checkbox"/> Credit to OPM Receipt Account (24x0135.8)	Agency Account Charged
	I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.		
	Signature of Authorized Administrative or Certifying Officer		Date
Benefit Category	Withholdings	Contributions	Total
LIFE INSURANCE			
Basic Life			
Standard--Option A			
Additional--Option B			
Family--Option C			
Post-Retirement			
Total Life Insurance			

Figure 82. SF-2812 report (with criteria)

Field Instructions:

Payroll Office Number

Click this field to indicate the payroll office number to be displayed on the report. Multiple or block selections are not allowed in this field.

Pay Period

Click this field to indicate the pay period to be displayed on the report. The pay period is displayed by year and pay period number. Multiple or block selections are not allowed in this field.

SF-224 Abstract Of Trans (SCAP5D)

The SF-224 Abstract of Trans (SCAP5D) report (**Figure 83**) is displayed when you select **SF-224 Abstract Of Trans (SCAP5D)** on the Financial Reports (**Figure 49**) menu. This report contains a list of the receipts and disbursements sorted by agency, accounting station, and treasury symbol. This report is used by the agency to control funds. This report is reconciled against the SF-224, Statement of Transactions, and the GL. This report is due at the agency the fifth workday subsequent to the end of the reporting month. Data for this report is obtained from NFC's Central Accounting System and is updated monthly.

```
Agency:
Accounting Month:
Accounting Station:
Appropriation Fund/Receipt Symbol:
Schedule Number:
Date Paid:
```

Figure 83. SF-224 Abstract Of Trans (SCAP5D) report

After running the SF-224 Abstract Of Trans (SCAP5D) report (**Figure 83**), the SF-224 Abstract Of Trans (SCAP5D) (with criteria) (**Figure 84**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
SF-224 Abstract Of Transactions
Scap5D Attachment I
Accounting Month: AUG 31, 2001
RUN DATE 08/13/2002
Accounting Station = 0010 And Appropriation / Receipt Symbol = 12x0500 And Schedule Number = 128343 And Date Paid = 8/27

Agency Name	Agency / Accounting station	Appropriation Fund or Receipts Symbol	Schedule Number	Date Paid	Receipts
COMMODITY CREDIT CORP	04 0010	12x0500	128343	8/27/01	\$0.00
APPROPRIATION TOTAL					\$0.00
DISBURSEMENT TOTAL					\$0.00

Figure 84. SF-224 Abstract Of Trans (SCAP5D) report (with criteria)

Field Instructions:

Agency

This field is only available to users with multi-agency access. Click this field to select the applicable agency. Both the 2-character agency code and the literal are displayed on this field. The default for this field is **A11**. Multiple or block selections are available in this field.

Accounting Month

Click this field to indicate the month to be included on the report. This field is arranged in month order (not year order) with both the previous and current year listed for each month. Be sure to indicate the correct year when selecting the applicable month(s) to be displayed on the report. The default for this field is **A11**. Click this field to indicate the month to be included on the report.

Accounting Station

Click this field to indicate the accounting station to be included on the report. The 4-digit accounting station code is displayed in this field. The default for this field is **A11**. Multiple or block selections are available in this field.

**Appropriation
Fund/Receipt Symbol**

Click this field to indicate the appropriation fund to included in the report. The default for this field is **A11**. Multiple or block selections are available in this field.

Schedule Number

Click this field to indicate the schedule number to be included in the report. The default for this field is **A11**. Multiple or block selections are available in this field.

Date Paid

Click this field to indicate the date to be included in the report. The default for this field is **A11**. Multiple or block selections are available in this field.

Statement Of Earnings And Leave

The Statement Of Earnings And Leave report (**Figure 85**) is displayed when you select **Statement Of Earning And Leave** on the Financial Reports (**Figure 49**) menu. This report displays an employee's Statement of Earnings and Leave. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Employee Social Security Number:

Active Employee Search by Last Name:

Figure 85. Statement Of Earnings And Leave

After running the Statement of Earnings And Leave report (**Figure 86**), an employee's Statement of Earnings and Leave (with criteria) (**Figure 87**) is displayed.

STATEMENT OF EARNINGS AND LEAVE									
DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME
01	REGULAR TIME								
02	ANNUAL LEAVE								
03	SICK LEAVE								
04	OTHER LEAVE								
05	**** PAY PERIOD HOURS & GROSS PAY ****								
06	RETIREMENT								
07	TERRANCE								
08	SOCIAL SECURITY (GROSS)								
09	FEDERAL TAX (GROSS)								
10	EXTRA FEDERAL TAX								
11	ESTIMATED DISCOUNT								
12	FEDERAL COVERAGE - 945.00								
13	OPT FEELAGE (GROSS)								
14	FEHBA - ENROLL CODE 105								
15	SAVINGS BONDS								
16	CHARITABLE CONTRIBUTIONS								
17	SAVINGS ACCT TAX WITHHOLD								
18	MEDICARE TAX WITHHOLD								
19	***** TOTAL DEDUCTIONS *****								
20	***** NET PAY *****								
21	DEPT ROUTING NO. 06000171								

Figure 87. Statement Of Earnings And Leave (with criteria)

Field Instructions:

Employee Social Security Number

Click this field to type the employee's social security number. After typing the social security number, click **[Done]**.

**Active Employee Search
By Last Name**

Click this field to type the last name of the employee. After typing the last name, click **[Done]**. A list of employees with that last name is displayed. Select the applicable employee and click **[Done]**. After clicking **[Done]**, the Payroll Pay Period field is displayed.

Payroll Pay Period

Click this field to select the applicable pay period for the earnings statement to be displayed.. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

W2 Wage And Tax Statement

The W2 Wage And Statement report (**Figure 88**) is displayed when you select **W2 Wage And Tax Statement** on the Financial Reports (**Figure 49**) menu. This report displays an employee's IRS Form W-2, Wage And Tax Statement. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Employee Social Security Number:

Active Employee Search by Last Name:

Figure 88. W2 Wage And Tax Statement

After running the W2 Wage And Tax Statement report (**Figure 88**), the employee's IRS Form W2 Wage And Tax Statement (with criteria) (**Figure 89**) is displayed.

Employee Social Security Number:

Active Employee Search by Last Name:

Figure 89. W2 Wage And Tax Statement

Field Instructions:

Employee Social Security Number

Click this field to type the employee's social security number. After typing the social security number, click **[Done]**.

Active Employee Search By Last Name

Click this field to type the last name of the employee. After typing the last name, click **[Done]**. A list of employees with that last name is displayed. Select the applicable employee and click **[Done]**. After clicking **[Done]**, the Payroll Pay Period field is displayed.

Year

Click this field to select the applicable year for the IRS Form W2, Wage And Tax Statement, to be run. A list of available years is displayed. After making your selection, click **[Done]**.

Running Personnel Action Reports

The Personnel Action Reports menu (**Figure 90**) contains the following reports:

[All Actions](#)

[All Actions Minority Profile](#)

[Hires](#)

[Hires Minority Profile](#)

[Promotions](#)

[Promotions Minority Profile](#)

[Separations](#)

[Separations Minority Profile](#)



Figure 90. Personnel Action Reports menu

All Actions

The All Actions report (**Figure 91**) is displayed when you select **All Actions** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of nature of actions (NOAs) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Nature of Actions
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

Figure 91. All Actions report

After running the All Actions report (**Figure 91**), the All Actions report (with criteria) (**Figure 92**) is displayed.

Personnel Actions								
U.S. Department Of Agriculture								
Year = Calendar Year 2002 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = White and Gender = Male and Supervisory Status = Non-Supervisory and Grade = 12 or 11 or 10 or 09 or 08 or 07 and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Length of Service >= 5 years								
By Org								
Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnanci Offcr	43	.	43	100
Total	43	0	43	100
Total U.S. Department Of Agriculture Actions: 404287								

Figure 92. All Actions report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader, and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

All Actions Minority Profile

The All Actions Minority Profile report (**Figure 93**) is displayed when you select **All Actions Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of NOAs for an organization on the basis of race, sex, and national origin. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Nature of Actions

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 93. All Actions Minority Profile report

After running the All Actions Minority Profile report (**Figure 93**), the All Actions Minority Profile report (with criteria) (**Figure 94**) is displayed.

U.S. Department Of Agriculture
Personnel Actions Minority Profile By Org

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Gender = Female or Male and Supervisory Status = Non-Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 20 Years Old

By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off Of The Chief Financ Off	76	61	46	10	33	.	3	5	25	.	.
	%	80.3	60.5	13.2	43.4	.	3.9	6.6	32.9	.	.
Total	76	61	46	10	33	.	3	5	25	.	.
	%	80.3	60.53	13.2	43.4	.	3.9	6.6	32.9	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Actions: 139553

Figure 94. All Actions Minority Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Hires

The Hires report (**Figure 95**) is displayed when you select **Hires** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of new hires in an organization. These are employees with a **100 series (1xx)**, **953**, or **955** nature of action (NOA) code. Data from this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Nature of Actions (For New Hires)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 95. Hires report

After running the Hires report (**Figure 95**), the Hires report (with criteria) (**Figure 96**) is displayed.

New Hires								
U.S. Department Of Agriculture								
Year = Calendar Year 2001 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GM or GS and Occ Ser = 0962 - CONTACT REPRESENTATIVE and Supervisory Status = Non-Supervisory and Grade = 07 or 05 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old								
By Org								
Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Officer	37	0.1	37	100
Total	37	0.1	37	100	.	0	.	0

Total U.S. Department Of Agriculture New Hires: 30807

Figure 96. Hires report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions (For New Hires)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The NOA for this report is an NOA with a 100 series, 953, or 955 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional, Administrative, Technical, Clerical, Other, and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Hires Minority Profile

The Hires Minority Profile report (**Figure 97**) is displayed when you select **Hires Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of new hires in an organization distributed across sex and RNO (NOAs **100 Series (1xx)**, **953**, or **955**). This data is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Nature of Actions (For New Hires)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 97. Hires Minority Profile report

After running the Hires Minority Profile report (**Figure 97**), the Hires Minority Profile report (with criteria) (**Figure 98**) is displayed.

Appalachian Regional Commission
Separations Minority Profile By Org

Calendar Year = 2003 and Personnel Office Identifier = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay Plan = GS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Dist of Columbia and PATCO = Professional or Administrative or Technical or Clerical or Other or Blue Collar and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/ Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Appalachian Regional Comm	1	1	1	.	.
	%	100	100	.	.
Total	1	1	1	.	.
	%	100	100	.	.

Total APPALACHIAN REGIONAL COMMISSION Population: 1 (which includes employees that have not designated a Race and National Origin)

Figure 98. Hires Minority Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions (For New Hires)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The NOA for this report is any NOA with a 100 series , 953 , or 955 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader, and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Promotions

The Promotions report (**Figure 99**) is displayed when you select **Promotions** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of promotions (NOAs **702** or **703**) in an organization. This data is obtained from the Personnel History database and is updated biweekly.

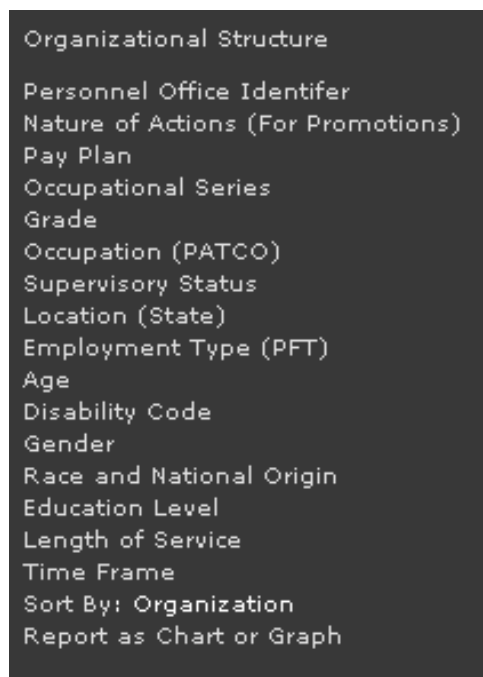


Figure 99. Promotions report

After running the Promotions report (**Figure 99**), the Promotions report (with criteria) (**Figure 100**) is displayed.

Promotions								
U.S. Department Of Agriculture								
Calendar Year = 2003 and Promotion Nature of Action = 702 (Permanent) and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Length of Service >= 5 years								
By Org								
Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Offcr	3	0.2	3	100
Total	3	0.2	3	100	.	0	.	0
Total U.S. DEPARTMENT OF AGRICULTURE Promotions: 1576								

Figure 100. Promotions report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions (For Promotions)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are 702 (Permanent) and 703 (Temporary) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader, and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Promotions Minority Profile

The Promotions Minority Profile report (**Figure 101**) is displayed when you select **Promotions Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of promotions (NOAs 702 or 703) in an organization based on sex and RNO. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Nature of Actions (For Promotions)

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 101. Promotions Minority Profile report

After running the Promotions Minority Profile report (**Figure 101**), the Promotions Minority Profile report (with criteria) (**Figure 101**) is displayed.

U.S. Department Of Agriculture
Promotions Minority Profile By Org

Calendar Year = 2003 and Promotion Nature of Action = 702 (Permanent) and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Gender = Female or Male and Supervisory Status = Non-Supervisory and Grade = 12 or 11 or 09 or 07 or 05 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off Of The Chief Finand Offcr	2	2	2	.	.
	%	100	100	.	.
Total	2	2	2	.	.
	%	100	100	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 1576 (which includes employees that have not designated a Race and National Origin)

Figure 102. Promoitons Minoirty Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions (For Promotions)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are 702 (Permanent) and 703 (Temporary) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Separations

The Separations report (**Figure 103**) is displayed when you select **Separations** on the Personnel Actions Reports menu (**Figure 90**). This report displays a count of separations (NOAs **300 Series (3xx)** or **969**) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

Figure 103. Separations report

After running the Separations report (**Figure 103**), the Separations report (with criteria) (**Figure 104**) is displayed.

Separations								
U.S. Department Of Agriculture								
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old								
By Org								
Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Offcr	1	0	1	100
Total	1	0	1	100	.	0	.	0
Total U.S. DEPARTMENT OF AGRICULTURE Separations: 4621								

Figure 104. Separations report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions (For Separations)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are 300 Series or 969 NOAs. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Separations Minority Profile

The Separations Minority Profile report (**Figure 105**) is displayed when you select **Separations Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report displays a count of separations for an organization based on sex and RNO (NOAs **300 Series (3xx)** or **969**). Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

Figure 105. Separations Minority Profile report

After running the Separations Minority Profile report (**Figure 105**), the Separations Minority Profile report (with criteria) (**Figure 106**) is displayed.

U.S. Department Of Agriculture
Separations Minority Profile By Org

Year = Calendar Year 2000 and Personnel Office Identifier = 5317 - USDA - OCFD - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Black and Gender = Female and Supervisory Status = Non-Supervisory and Grade = 12 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off Of The Chief Finand Officer	3	3	3	.	3
	%	100	100	.	100
Total	3	3	3	.	3
	%	100	100	.	100

Total U.S. DEPARTMENT OF AGRICULTURE Population: 24723 (which includes employees that have not designated a Race and National Origin)

Figure 106. Separations Minority Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Nature Of Actions (For Separations)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are 300 Series or 969 NOAs. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Running Workforce Reports

The Workforce Reports menu (**Figure 107**) and (**Figure 108**) contains the following reports:

- ▶ [1102/1105 Series Listing](#) ◀
- [Age Profile](#)
- [Canceled Payments Requiring Agency Action \(DOTS\)](#)
- [Civilian Employment \(SF-113A\) Report](#)
- [Civilian Employment \(SF-113G\) Report](#)
- [Dental Plan Payment Report](#)
- ▶ [Dental/Vision Plan Report](#) ◀
- [Dues Withheld](#)
- [Education Level Profile](#)
- [Employee Search \(By Name\)](#)
- [Employee Search \(By SSNO\)](#)
- [Employment By Disability Code](#)
- [Employment Changes](#)
- [Flex Fund](#)
- [Gender Profile](#)
- [Grade Distribution](#)
- [Grades Across Minority And Gender](#)
- [Grade Range](#)
- [Leave Balances](#)
- [Leave Liability](#)
- [Length Of Service Profile](#)
- [Life Insurance Listing](#)
- [Manpower Analysis](#)
- [Minority Profile](#)
- [Occupation \(PATCO\) Profile](#)
- ▶ [Occupational Series Listing](#) ◀
- [Official Time For Union Business](#)
- [Organization Profile](#)
- ▶ [Overdue Performance Appraisals](#) ◀
- ▶ [PACS 4511 Carrier Tran. And Sum.](#) ◀
- ▶ [PACS 4512 Carrier Tran. And Sum.](#) ◀
- ▶ [PACS 4513 Health Benefits](#) ◀
- ▶ [PACS 4514 Carrier Tran. Detail](#) ◀

[Pay Plan And Grade Distribution](#)

[Payroll Listing For W-2 Research](#)

▶ [Position Organization Listing \(POL\)](#) ◀

[Reduction In Force \(RIF\) Report](#)

[Retirement Eligibility](#)

[Retirement Profile \(Inc. Early Out\)](#)

[Roster Of Employees](#)

[Salary Summary](#)

[Statement Of Earnings And Leave](#)

▶ [Table 74 – Official Titles And Title Codes](#) ◀

▶ [Table 76 – Working Titles And Title Codes](#) ◀

[Union Activity Exception Report](#)

[Union Roster And Activity Report](#)

[Use-Or-Lose Leave Report](#)

[Workforce Analysis](#)

1102/1105 Series Listing
Age Profile
Canc. Payments Req. Agcy Action(DOTS)
Civilian Employment (SF-113A) report
Civilian Employment (SF-113G) report
Dental Plan Payment Report
Dental/Vision Plan Report
Dues Withheld
Education Level Profile
Employee Search (By Name)
Employee Search (By SSNO)
Employment Changes
▶ Employment by Disability Code ◀
Flex Fund
Gender Profile
Grade Distribution
Grade Range
Grades Across Minority and Gender
Leave Balances
Leave Liability
Length of Service Profile
Life Insurance Listing
Minority Profile
Occupation (PATCO) Profile
Occupational Series Listing
Official Time for Union Business

Figure 107. Workforce Reports menu

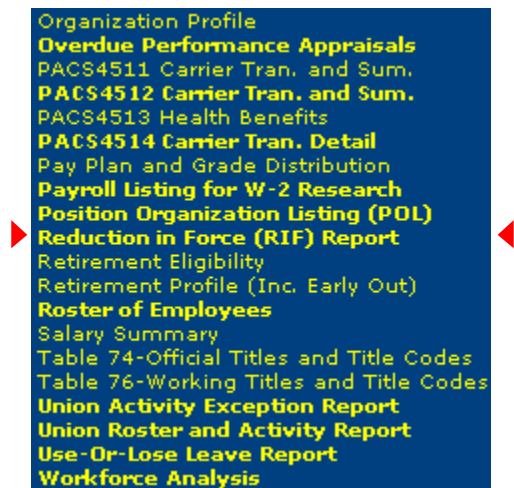


Figure 108. Workforce Reports menu (continued)

► 1102/1105 Series Listing

The 1102/1105 Series Listing report (**Figure 109**) is displayed when you select **1102/1105 Series Listing** on the Workforce Reports menu (**Figure 107**). This report contains data concerning Occupational Series 1102 and 1105. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Report Type
Organizational Structure
Personnel Office Identifier
Pay Plan
Occ Ser: 1102 and 1105
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 109. 1102/1105 Series Listing report

After running the 1102/1105 Series Listing report (**Figure 109**), the 1102/1105 Series report (with criteria) (**Figure 110**) is displayed.

Contracting (1102) and Purchasing (1105) Series Listing									
Sensitive Personnel Data -- Use is Restricted									
Pay Plan = GS and Separation Accession Type = Not Separated or Accession this Pay Period and Location (Duty City) = LOUISIANA - NEW ORLEANS and Location (Duty county) = LOUISIANA - (
By Last Name									
U. S. DEPARTMENT OF AGRICULTURE Office Of The Chief Fin Ofc National Finance Center (AG9070)									
Name	Pay Plan	Series	Grade	Agency	Age	Years of Service	Education Level	Duty City	Duty State
BRISTER, RONELDA W	GS	1102	12	90 - OFFICE OF THE CHIEF FIN OFC	45	19	(4) UNDEFINED	NEW ORLEANS	LA
DEJAN, CHARLOTTE M	GS	1102	11	90 - OFFICE OF THE CHIEF FIN OFC	46	17	(13) BACHELORS	NEW ORLEANS	LA
MOSES, FREDDIE A	GS	1102	12	90 - OFFICE OF THE CHIEF FIN OFC	48	29	(10) ASSOCIATE	NEW ORLEANS	LA
PHILLIPS, DEIDRE V	GS	1102	13	90 - OFFICE OF THE CHIEF FIN OFC	45	23	(13) BACHELORS	NEW ORLEANS	LA

4 record(s) were selected

Figure 110. 1102/1105 Series report (with criteria)

Field Instructions:

Report Type	Click this field to indicate what type of report you wish to display on the report. Valid values are Detail Listing (Includes Name And SSNO) , Detail Listing (Without Name And SSNO) , and Salary And Benefits Summary . After making your selection, click [Done] or [Reset] as applicable.
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occ Series	This field is system generated with Occupational Series 1102 and 1105.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group , Group 1 , Group 2 , and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None , Ready Reserve , Standby Reserve , National Guard , Retired Military-Regular , and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91) , Vietnam Era Veteran , Pre-Vietnam Era Veteran , Post-Vietnam Era Veteran , and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

SCD Date (Leave)	<p>Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report. The first down arrow sets the parameters of the report.</p> <p>Valid values are Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To, and Greater Than.</p> <p>The second down arrow is used to indicate the month. Valid values are 01 through 12. The third down arrow is used to indicate the day. Valid values are 01 through 31.</p> <p>The fourth down arrow is used to indicate the year. Valid values are 1945 through 2004.</p> <p>Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] as applicable.</p>
Separation Accession Type	<p>Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated, Regular, Deceased, and Accession This Pay Period. The default for this field is Not Separated Or Accession This Pay Period. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Type Of Appointment	<p>Click this field to indicate the appointment type to be displayed on the report. The default for this field is A11. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Employment Type	<p>Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Special Employee Code	<p>Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is A11. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Retirement System	<p>Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. ◀

Age Profile

The Age Profile report (**Figure 111**) is displayed when you select **Age Profile** on the Workforce Reports menu (**Figure 107**). This report contains a count by age range of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Location (State)

Employment Type (PFT)

Disability Code

Gender

Race and National Origin

Education Level

Supervisory Status

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 111. Age Profile report

After running the Age Profile report (**Figure 111**), the Age Profile report (with criteria) (**Figure 112**) is displayed.

Age Profile
U.S. Department Of Agriculture

Calendar Year = 2003 And Personnel Office Identifier = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Pay Plan = Gs And Gender = Female And Superv
Occ Ser = 0343 - Management And Program Analysis And Grade = 11 And Location (state) = Louisiana And Patco = Professional Or Administrative Or Technical
Permanent Full-time And Length Of Service >= 5 Years

By Org		Total		% of Population		Avg. Age		under 31		(%)		31 - 40		(%)		41 - 44		(%)		45 - 49		(%)		50 - 54		(%)		55 - 59		(%)		60 - 64	
Org	Total	Total	% of Population	Avg. Age	under 31	(%)	31 - 40	(%)	41 - 44	(%)	45 - 49	(%)	50 - 54	(%)	55 - 59	(%)	60 - 64																
OFF OF THE Chief Financial Officer (A658)	38	100	48	1	2.6	4	10.5	7	18.4	9	23.7	9	23.7	7	18.4																		
Total	38	100	44	1	2.6	4	10.5	7	18.4	9	23.7	9	23.7	7	18.4																		

Total U.S. DEPARTMENT OF AGRICULTURE Population: 104375

Figure 112. Age Profile report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)

Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)

Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)

Click this field to indicate the full-time or part-time status of the employee. You can select **Employment Types Include** for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Include Percentages?	Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is No . Valid values are Yes and No . Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as appropriate.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

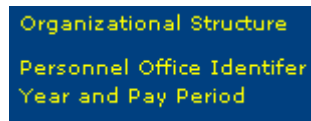
Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Canceled Payments Requiring Agency Action (DOTS)

The Canceled Payments Requiring Agency Action (DOTS) report (**Figure 113**) is displayed when you select **Canceled Payments Requiring Agency Action (DOTS)** on the Workforce Reports menu (**Figure 107**). This report contains information on canceled payments that have been returned to NFC and require agency action. Data for this report is obtained from DOTS and is updated daily.

Figure 113. Canceled Payments Requiring Agency Action (DOTS) report



After running the Canceled Payments Requiring Agency Action (DOTS) report (**Figure 113**), the Canceled Payments Requiring Agency Action (DOTS) report (with criteria) (**Figure 114**) is displayed.

Run Date: 11/13/2006

Canceled Payments Requiring Agency Action
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
Agency = 90
POI = 5317
For 2006 PP 18

Agency	POI	SSN	NAME	Pay Period	Net Amount	Accounting Code
90	5317	331-48-2036	ELLA M. SIMS GALE	17	\$125.00	069NWE1W010
90	5317	433-35-2193	ALISHIA M. WOODS	16	\$32.31	069NWE1W010
90	5317	433-61-4002	BERNETTA W. MILBURN	16	\$73.00	069NWE1W010

Total records for POI 5317 = 3

Figure 114. Canceled Payments Requiring Agency Action (DOTS) report (with criteria)

Field Instructions:

Organizational Structure Select the applicable organizational structure. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. If you wish to return to the previous level, click **[Previous]**.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable..

Year And Pay Period Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Civilian Employment (SF113-A) Report

The Civilian Employment (SF113-A) report (**Figure 115**) is displayed when you select **Civilian Employment (SF113-A)** on the Workforce Reports menu (**Figure 107**). This report is divided into four sections. Section I, Current Status, displays the total paid employment by category and geographic area. Section II, Payroll, displays wage and lump sum data. Section III, Turnover, displays data regarding accessions and separations. Section IV, Data Excluding Special Employment Categories, displays data concerning paid employees who are subject to employment ceilings. Data for this report is obtained from the EMPR database and is updated biweekly.

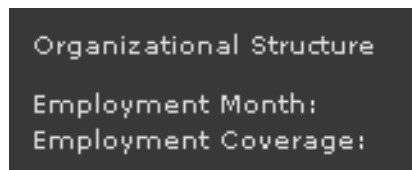


Figure 115. Civilian Employment (SF113-A) report

After running the Civilian Employment (SF113-A) report (**Figure 115**), the Civilian Employment (SF113-A) report (with criteria) (**Figure 116**) is displayed.

EMPR127-1 MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)						
RUN DATE 02/03/2003		DEPARTMENT: DEPARTMENT OF AGRICULTURE		AGENCY:		
EMPLOYMENT COVERAGE: STAY IN SCHOOL		DEPT AG SA AG		TURNOVER FROM 12/29/2002 TO 01/25/2003		
EMPLOYMENT AS OF JANUARY 2003		PAYROLL FROM 12/29/2002 TO 01/25/2003				
LINE	EMPLOYMENT, PAYROLL, TURNOVER, AND CELING DATA	TOTAL ALL AREAS	U. S. TERRITORIES	FOREIGN COUNTRIES	WASH., D.C. METRO. AREA	OUTSIDE WASH., METRO. AREA
		(A)	(B)	(C)	(D)	(E)
SECTION I - CURRENT STATUS						
1	GRAND TOTAL EMPLOYMENT	53	1		4	48
2	TOTAL IN PERMANENT POSITIONS	15	1		1	13
3	FULL-TIME	22			2	20
4	FULL-TIME IN PERMANENT POSITIONS	9			1	8
5	FULL-TIME WITH PERMANENT APPOINTMENTS	7			1	6
6	PART-TIME	30	1		2	27
7	PART-TIME WITH PERMANENT APPOINTMENTS	2				2
8	INTERMITTENT	1				1
9	COMPETITIVE SERVICE	5				5
10	WITH PERMANENT APPOINTMENTS	3				3
11	EXCEPTED SERVICE AND SES	48	1		4	43
12	WITH PERMANENT APPOINTMENTS	6			1	5
13	WAGE SYSTEMS					
14	U. S. CITIZENS	53	1		4	48
15	NONCITIZENS					
16	TOTAL INTERMITTENTS NOT WORKING	5				5
SECTION II - PAYROLL						

Figure 116. Civilian Employment (SF113-A) report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based on your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are two organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Employment Month Click this field to indicate the month and year to be displayed on the report. The default for this field is **A11**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Coverage

Click this field to indicate the report name, department, and agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can click in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Civilian Employment (SF113–G) Report

The Civilian Employment (SF113–G) report (**Figure 117**) is displayed when you select **Civilian Employment (SF113–G)** on the Workforce Reports menu (**Figure 107**). This report displays the number of employees subject to the ceiling. Data for this report is obtained from the EMPR database and is updated biweekly.

Organizational Structure

Direct Hire (Yes/No): No

Report Period:

Employment Coverage:

Figure 117. Civilian Employment (SF113–G) report

After running the Civilian Employment (SF113–G) report (**Figure 117**), the Civilian Employment (SF113–G) report (with criteria) (**Figure 118**) is displayed.

EMPR123-1 MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF - 113G Format) - (DIRECT HIRE)

RUN DATE: 04/10/2002 DEPARTMENT OR AGENCY: U.S. DEPARTMENT OF AGRICULTURE
REPORT PERIOD: DECEMBER 30 - JANUARY 26, 2002
AGENCY IN DEPARTMENT:

EMPLOYMENT COVERAGE: DEPARTMENT LEVEL SA AG

EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS	EQUIVALENT FOR CURRENT PERIOD	WORK - YEARS	
			CURRENT PERIOD (2 PAY PERIODS)	CUMULATIVE TO END OF CURRENT PERIOD (09 PAY PERIODS)
	(1)	(2)	(3)	(4)
1A. EMPLOYMENT EXCLUDING SPECIAL EMPL CATEGORIES	322	324	24.92	112.15
B. STRAIGHT TIME HOURS	51,840	324	24.92	112.15
C. OVERTIME HOURS				
2A. FULL-TIME - PERMANENT APPT.	140	140	10.77	48.46
B. STRAIGHT TIME HOURS	22,400	140	10.77	48.46
C. OVERTIME HOURS				
3A. OTHER EMPLOYMENT	182	184	14.15	63.69
B. STRAIGHT TIME HOURS	29,440	184	14.15	63.69
C. OVERTIME HOURS				
4A. PART-TIME - PERMANENT APPT.	4	4	.31	1.38
B. STRAIGHT TIME HOURS	640	4	.31	1.38
C. OVERTIME HOURS				
5A. PART-TIME - TEMPORARY & INDEFINITE APPT.				

Figure 118. Civilian Employment (SF113–G) report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based on your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are two organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Direct Hire (Yes/No) Click this field to indicate whether or not this employee is a direct hire. Valid values are **Yes** and **No**. The default for this field is **No**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Report Period

Click this field to indicate the timeframe to be displayed on the report. The default for this field is **A11**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Coverage

Click this field to indicate the report name, department, and agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can click in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Dental Plan Payment Report

The Dental Plan Payment report (**Figure 119**) is displayed when you select **Dental Plan Payment Report** on the Workforce Reports menu (**Figure 107**). This report lists payments to a dental plan carrier for a pay period.

Note: This report contains detailed data.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Location (Duty State)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
SCD Date (Leave)
Year and Pay Period
Sort Order: Duty Station (State)

Figure 119. Dental Plan Payment report

After running the Dental Plan Payment report (**Figure 119**), the Dental Plan Payment report (with criteria) (**Figure 120**) is displayed.

Dental Plan Payment			
Sensitive Personnel Data -- Use is Restricted			
COMMODITY FUTURES TRADING COMMISSION			
Commodity Futures Trading Comm			
11/2/2004			
Carrier Code: 81/CFTC Dental Plans			
Duty Station State: 11			
SSNO	Name	Deferred Deductions	Non-Deferred Contributions
Subtotal:			
Total			

Figure 120. Dental Plan Payment Report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further course are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
SCD Date (Leave)	<p>Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.</p> <p>The first down arrow sets the parameters of the report. Valid values are Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To, and Greater Than.</p> <p>The second down arrow is used to indicate the month. Valid values are 01 through 12.</p> <p>The third down arrow is used to indicate the day. Valid values are 01 through 31.</p> <p>The fourth down arrow is used to indicate the year.</p> <p>Valid values are 1945 through 2004. Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] as applicable.</p>
Year and Pay Period	Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click [Done] , [Reset] , or [Cancel] as applicable.

► Dental/Vision Plan Report

The Dental/Vision Plan report (**Figure 121**) is displayed when you select **Dental/Vision Plan Report** on the Workforce Reports menu (**Figure 107**). This report contains counts and detailed information regarding dental and vision plan enrollees. Data for this report is obtained from the T&A database and is updated biweekly.

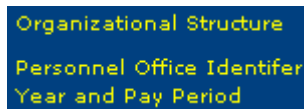


Figure 121. Dental/Vision Plan report

After running the Dental/Vision Plan report (**Figure 121**), the Dental/Vision Plan report (with criteria) (**Figure 122**) is displayed.

FEDVIP Payment Report
For Pay Period(s) 2007 - 12
Sensitive Personnel Data -- Use is Restricted
(AG90)

Org	Plan Code JF Dental	Premium W/H	Plan Code JG Vision	Premium W/H	Plan Code JH Dental and Vision	Premium W/H	Total Participants/Premium W
AG90	289	\$6,331.70	205	\$1,753.82	0	\$0.00	321 / \$8,085.52
Total:	289	\$6,331.70	205	\$0.00	0	\$1,753.82	* 321 / \$8,085.52

* The grand total of participants may not equal the individual count of employees with JF plans plus the employees with JG plans and JH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.

Selection Criteria : Year and Payperiod = 2007 - 12 and Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90)

Figure 122. Dental/Vision Plan report (with criteria)

Field Instructions:

Organizational Structure

Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Year And pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable. ◀

Dues Withheld

The Dues Withheld report (**Figure 123**) is displayed when you select **Dues Withheld** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees who pay union dues and how much is being paid each pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Location (Duty State)
Location (Duty City)
Location (Duty County)
Union/Association
Local/Lodge
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
SCD Date (Leave)
Sort Order:
Year and Pay Period
  
```

Figure 123. Dues Withheld report

After running the Dues Withheld report (**Figure 123**), the Dues Withheld report (with criteria) (**Figure 124**) is displayed.

Report of Organ. or Assoc. Dues Withheld
Sensitive Personnel Data -- Use is Restricted
Year and Pay Period = 2004 - 12 and Pay Period covered by TA = 2004 - 12 and Separation Accession Type = Not Separated or
Accession this Pay Period

U. S. DEPARTMENT OF AGRICULTURE
Off Of The Chief Financial Officer
National Finance Center
Government Employees Services Division
Payroll Control Branch

(AG9070400000)

Org / Assoc	Lodge / Local	SSNO	NAME	Agency	Pay Plan	Total Deduction Amount	National Deduction Amount	Local Deduction Amount	Reason for No Deduction	Status of Authorization
52	2341			90	GS	\$10.00	\$10.00	\$0.00		
52	2341			90	GS	\$10.00	\$10.00	\$0.00		
52	2341			90	GS	\$10.00	\$10.00	\$0.00		
52	2341			90	GS	\$10.00	\$10.00	\$0.00		
52	2341			90	GS	\$10.00	\$10.00	\$0.00		
Total						\$50.00	\$50.00	\$0.00		

Figure 124. Dues Withheld report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is All . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Union/Association	Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are 01 through 99 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Local/Lodge	Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

SCD Date (Leave)

Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are **Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To**, and **Greater Than**.

The second down arrow is used to indicate the month. Valid values are **01** through **12**.

The third down arrow is used to indicate the day. Valid values are **01** through **31**.

The fourth down arrow is used to indicate the year. Valid values are **1945** through **2004**.

Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level Profile

The Education Level Profile report (**Figure 125**) is displayed when you select **Education Level Profile** on the Workforce Reports menu (**Figure 107**). This report displays a count, by educational level, of the employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Note: If an employee has no education level listed in the Personnel History database, they will not be included on the report.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 125. Education Level Profile report

After running the Education Level Profile report (**Figure 125**), the Education Level Profile report (with criteria) (**Figure 126**) is displayed.

Education Level Profile																					
U.S. Department of Agriculture																					
- NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RPO = White and Gender = Female and Supervisory Status = Non-Supervisory and siana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old and By Org																					
(%)	Termnl Occup	(%)	College <1	(%)	College 1	(%)	College 2	(%)	Assoc. Degree	(%)	College 3	(%)	College 4	(%)	Bachelors Degree	(%)	Post- Bachlors	(%)	Frst Prof	(%)	Post- Frst- Prof
5.6	.	.	3	16.7	1	5.6	.	.	2	11.1	4	22.2
5.6	.	.	3	16.7	1	5.6	.	.	2	11.1	4	22.2

Figure 126. Education Level Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Include Percentages?	Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is No . Valid values are Yes and No . Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as appropriate.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Employee Search (By Name)

The Employee Search (By Name) report (**Figure 127**) is displayed when you select **Search By Employee Search (By Name)** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees matching your search criteria. Each employee on the list is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

Note: This report contains detailed data.

Search By Employee's Last Name

Enter Last Name:

Figure 127. Employee Search (By Name) report

After running the Employee Search (By Name) report (**Figure 127**), the Employee Search (By Name) report (with criteria) (**Figure 128**) is displayed. You can select a name from the list to display various reports. Once you select a name from the list displayed, the default report is the Salary Data report (**Figure 154**). You can select various reports from the drop down menu.

[illegible]

Figure 128. Employee Search (By Name) report (with criteria)

Address/Check Information
Allowances/ Cola/ Post Diff
Annual/ Sick Leave
Awards
Building Locator Inquiry
Charitable Contribution
City Tax
Compensatory Leave
County Tax
Dates and Misc Sal/Pers Data
Demonstration Project Data
Detail Assign/ Temporary Promotion
Education and Certification
Federal Tax
Financial Allotment
Health Benefits
Intermittent
Life Insurance
Non Pay Leave
Other Leave
Personnel Supplements
Processing Indicators
Retained Grade Data
Retirement Data
Salary
Salary YTD Data
Separated Leave
Separation Information
SF-50B Data Elements
SSNO Change Data
State Tax
Thrift Savings Data

Figure 129. Search By Employee's Last Name report options

Address/Check Information	
* Residence Address *	* Check Bank Address *
	Account Type:
	Route Number:
	Account EFT:
City:	
County:	
State/Country:	
* Check Mail Address *	* Disbursing *
	Disbursing office CD:
	Distribution CD:
	Designated Agent:
City Cd:	TA Contact Point:
State Cd:	
Effective: PP	YR

Figure 130. Address/Check Information

Allowances/COLA/Post Differential	
	Allowance Record 0
* COLA/Post Diff Codes *	
	Type:
	Taxable:
COLA Post Diff Code:	Code:
Allowance COLA Code:	Total:
Foreign Post Pay Diff Code:	Rate:
	Balance:
	No Allowance Records Present

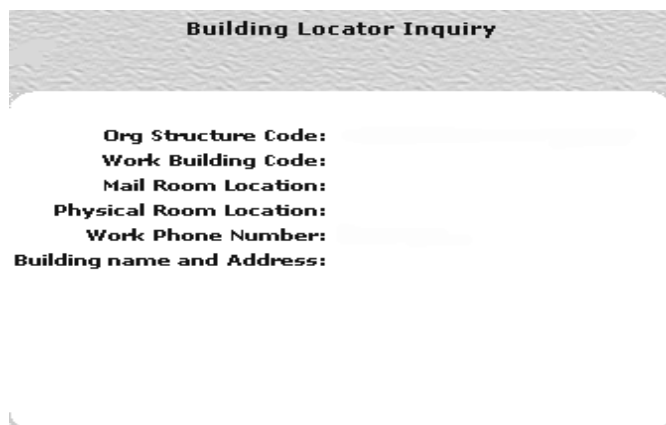
Figure 131. Allowances/COLA/Post Differential

Annual / Sick Leave	
* Annual Leave *	* Sick Leave *
Carryover Balance: Accruals YTD: Leave Used YTD: Current Balance: Accrual Reduction: Part-time Carryover Hours: Leave Forfeited: Accrued SES: Annual Leave Error: Carryover Prior Year: Annual Leave Category: Leave Earning Status PP: 45 Day Carryover Code: 45 Day Carryover Hours: Interim Lump Sum Code: Date Changed - Julian: Cal: Leave Changed ID:	Carryover Balance: Accruals YTD: Leave Used YTD: Current Balance: Accrual Reduction: Part-time Carryover Hours: Sick Leave Error: Frozen Sick Leave Balance: * Annual Leave Restored * 1st Restored Year: 1st Restored Hours: 2nd Restored Year: 2nd Restored Hours: 3rd Restored Year: 3rd Restored Hours: Leave Restored Forefeited:
* Donor Leave *	* US Attorney Leave *
Approved Leave Donor Code: Approved Leave Recipient:	Frozen Annual Balance: Frozen Sick Balance: Frozen Leave Rate: Date Leave Frozen:

Figure 132. Annual/Sick Leave

Awards	
Current Awards Case Number	
Cash Award Amt:	Eff PP: YR:
PMRS/PFP Bonus Amt:	Eff PP: YR:
Awards Number 1	
Awards Case Number: Effective Date: Period Covered - From: To: Number of persons Receiving Award: Award Scope: Award Name: First year Savings: Accounting Distribution FY Appn Sub Lev Agency Charged Acct Station Charged Award Agency Use SF-50B	Amount of Award: Processing PP Begins: Tangible Benefits: Intangible Benefits: Award Type Code: Award Code: Amount Paid By Non Govt Source:

Figure 133. Awards



Building Locator Inquiry

Org Structure Code:

Work Building Code:

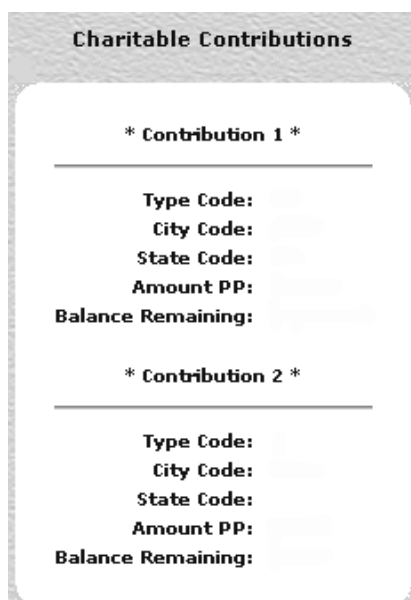
Mail Room Location:

Physical Room Location:

Work Phone Number:

Building name and Address:

Figure 134. Building Locator Inquiry



Charitable Contributions

*** Contribution 1 ***

Type Code:

City Code:

State Code:

Amount PP:

Balance Remaining:

*** Contribution 2 ***

Type Code:

City Code:

State Code:

Amount PP:

Balance Remaining:

Figure 135. Charitable Contributions

City Tax	
Tax Record:	
State Code/Name:	
City Code/Name:	
Tax Status:	
Tax Indication:	
Number of Exemptions:	
Tax Percent:	
Extra Deductions:	
Year to Date Tax Deductions:	

Figure 136. City Tax

Compensatory Leave	
Error Code:	Prior Year Balance:
Forfeited:	Prior Year Balance 2:
Earned Year to Date:	Leave Used Religious Observance Year to Date:
Used Year to Date:	Balance Religious Observance:
Total Current Balance:	Changed Date (Julian):
	Changed Date (Calendar):
	Changed ID:

Figure 137. Compensatory Leave

County Tax	
Tax Record:	
State Code/Name:	
City Code/Name:	
Tax Status:	
Tax Indication:	
Number of Exemptions:	
Tax Percent:	
Extra Deductions:	
Year to Date Tax Deductions:	

Figure 138. County Tax

Dates and Misc Salary/Personnel Data			
SSNO:			
Entered Present Grade:	Type of Appointment Code:		
SCD WGI:	Work Schedule:		
Last Recorded WGI:	Tour of Duty Hours:		
Date SCD Retire:	Alternate Work Schedule:		
Last ADJ SCD Retire:	Seasonal Status Quo:		
Date SCD RIF:	Special Employee Code:		
Last ADJ SCD RIF:	Current Employment Status:		
Date SCD Leave:	Special Employment Programs:		
Date 6C Retire:	Bargaining Unit Status:		
Date Retention Allow:	Position Supervisory Code:		
Service Agree Expire:	Uniform Service Status:		
Date Longevity:	Employee Type:		
Longevity Percent:	Professional Category:		
TDY Post Differential:	Quarter Deduction Code:	Rate:	
COPR Status:	Position Sensitivity:		
Appointment Date:	Change in Tenure:		
Date Agency EOD:	Conversion Career Tenure:		
Date Entered POI:	Career Perm Tenure Starts:		
Date SES Recert:	Career Perm Last Recorded:		
Entered Tour Date:	AUO/AP Change:		
Supv Mgr Probation Period Req:	AUO/AP Projected Annual Amt:		
Supv Mgr Probation Begin:	AUO/AP Last Change:		
Probation Period Starts:	AUO/AP Standby %:		
Probation Last Recorded:	AUO/AP Standby Hours:		
Non Pay NTE:	Annuitant Share Amount:		
Promotion NTE:	Annuitant Indicator:		
Appointment NTE:	Salary Share Code:		
Appointment Limit Code:	Salary Rate Overtime:	Holiday:	
Exp Appointment Limit Report:	Primary Fund Code:		
Exp Appointment Limit PP:	COOP Employee Control Code:		
Service Year Start Date:	COOP Share Amount:		
Appointment Hours Days Dollars	COOP Rate Overtime:	Holiday:	
Total:			

Figure 139. Dates And Misc Salary/Personnel Data

Demonstration Project Data	
Case File Number:	
Project Indicator:	
Pay Plan / Grade / Step:	
MR/IP Number:	
Occ Series Code:	
Position Official Title:	
Adjusted Salary:	
Duty Station Code:	
Personnel Office ID:	
Org Structure Code:	
Nat-Act 1st 3 Pos:	
Nat-Act 2nd 3 Pos:	
Pers Action Effective:	
Present Grade Date:	
Date Probation Period Start:	
Date Change in Tenure:	
Tenure Group:	
Service Agreement Expire Date:	

Figure 140. Demonstration Project Data

Detail Assign/ Temporary Promotion	
No Detail/Temporary Record Present	
Department: Agency: Employing Office: MR / IP Number: Pay Plan - Grade: Not to Exceed Date:	Department: Agency: Employing Office: MR / IP Number: Grade: Detailed Assignment Expires:

Figure 141. Detail Assign/Temporary Promotion

Education and Certificate					
Education Level	Instructional Program	Degree Rcvd Yr	School Code	State Code	School Name
Certificate Number	Certificate Name	Certificate Year	Certificate State		

Figure 142. Education And Certificate

Federal Tax	
Number of Exemptions:	M00
Extra Deductions:	135
Processed Pay Period:	4
Processed Year:	1987
Earned Income Credit	
Code:	0
Year to Date Amount:	\$0.00
W-4 Controlled by IRS No	

Figure 143. Federal Tax

Financial Allotment	
* Allotment 1 *	
Transaction Code:	
Amount:	
Disbursing Office:	
Type of Bank Account:	
Bank Acct Number:	
Bank Route Number:	
* Allotment 2 *	
Transaction Code:	
Amount:	
Disbursing Office:	
Type of Bank Account:	
Bank Acct Number:	
Bank Route Number:	

Figure 144. Financial Allotment

Health Benefits	
Part Time FEHB Coverage:	
Temporary FEHB SCD Date:	
FEHB Coverage Code:	
Federal Record Number 1	
Plan Name:	
Enrollment Code:	
Coverage Code:	
Change Code:	
Adjust Flag:	
Deduction Ind:	
Benefit Type:	
Action Code:	
Action Source:	
Control Number:	
Date Effective:	
Deduction Amount:	
Contribution Amount:	
Tax Deferred Code:	
Ded YTD Non Deferred:	
Ded YTD Deferred:	
Enrollment Future Use:	

Figure 145. Health Benefits

Intermittent	
Worked Since Last WGI:	
Elapsed Since Last WGI:	
Worked SCD:	
Elapsed SCD:	
Toward Career Tenure:	
Elapsed Toward Career Tenure:	
During probation Period:	
Elapsed During probation:	
Worked While on Roles:	
Worked This Appointment:	
Need Toward Conv Career:	
Worked Leave Ret RIF:	

Figure 146. Intermittent

Life Insurance	
SSNO:	
Federal Record Number 1	
Plan Code:	Benefit Type:
Coverage Code:	Age Bracket Code:
Date Effective:	Basic Cost Alternate:
Basic Coverage Amount:	Action Code:
Biweek Deduct Non Table:	Coverage Amount Furnished:
Option A Factor:	Basic Rate Determinant:
Option B Factor:	Plan Type:
Option C Factor:	Adjust Flag:
Plan Name:	
Coverage Description:	
Payee Name:	

Figure 147. Life Insurance

Non Pay Leave	
<p>* Non Pay Counters *</p> <hr/> <p>Excess 30 Days Counter:</p> <p>Consecutive Day Counter:</p> <p>Toward Leave Credits:</p> <p>FEHB Termination:</p> <p>FEHB Flag:</p> <p>Begin Date:</p> <p>Pay Status After AWOP:</p> <p>Previous Cal Year Split:</p> <hr/> <p>* Other Non Pay *</p> <hr/> <p>Cal Year Split Type Leave:</p> <p>Injury Leave OFEC:</p> <p>Susp/AWOL/LWOP Cal YR Split:</p> <p>LWOP Excess 1040:</p>	<p>* Absence Without Leave (AWOL) *</p> <hr/> <p>Leave Retirement RIF:</p> <p>Since Last WGI:</p> <p>During Probation:</p> <p>During Supv Probation:</p> <hr/> <p>* Leave Without Pay *</p> <hr/> <p>Leave Retirement RIF:</p> <p>Since Last WGI:</p> <p>During Probation:</p> <p>During Supv Probation:</p> <hr/> <p>* Suspension *</p> <hr/> <p>Leave Retirement RIF:</p> <p>Since Last WGI:</p> <p>During Probation:</p> <p>During Supv Probation:</p>

Figure 148. Non Pay Leave

Other Leave	
<p>* Military Leave *</p> <hr/> <p>Regular Hours YTD:</p> <p>Regular Days YTD:</p> <p>Emergency Hours YTD:</p> <p>Emergency PP Hours:</p> <p>Leave Carryover:</p> <p>Leave Days Prior Year:</p> <hr/> <p>Credit Hours Current Bal:</p> <p>Administrative Leave Used YTD:</p>	<p>* Home Leave *</p> <hr/> <p>Carryover Balance:</p> <p>Current Balance:</p> <p>Leave Used YTD:</p> <p>Leave Accruals YTD:</p> <hr/> <p>* Shore Leave *</p> <hr/> <p>Carryover Balance:</p> <p>Current Balance:</p> <p>Leave Used YTD:</p> <p>Leave Accruals YTD:</p>

Figure 149. Other Leave

Personnel Supplements									
SSNO:									
Education Level:									
Instructional Program:									
Degree Certification Received:					Separation Accession Type:				
Perf Evaluation Eligibility Code:					Citizenship Code:				
Perf Evaluation Period: PP YR					Sex Code:				
Perf Evaluation Anniversary:					Veterans Status:				
Perf Evaluation Generated: PP YR					WGI Due Code: PP YR				
Perf Penalty Status:					WGI Notification Given Code: PP				
Date Penalty Began:					Date WGI Projected Effective:				
Accession: PP YR					Promotion Plan Code:				
Accession Method:					Supervisory Mgrl Prob Exp Notif:				
Accession Date:					Law Bar Membership Code:				
Accession NOA Code:					Bar Membership State Code:				
Accession Auth:					Program Lang Code: 1 2 3 4 5				
Appointment NOA Code:					Comp Eq Abil Code: 1 2 3 4				
Appt Authority:					Retention Rights End:				
NOA Previous 5 Positions:					ADJP Elaps PP Counter:				
PATCO:					Working Title Code:				
From To Code:					Working Title:				
Last Action PP Number:					Recruitment Bonus: Pct:				
Agency Use:					Relocation Bonus: Pct:				
Gain Lose Dept:					Retention Allowance: Pct:				
Conflict of Interest Submitted:					Supervisory Diff Rate: Pct:				
NOA Prev 3 Positions:					Staffing Diff Rate: Pct:				
NOA Correction Date:					Foreign Language Allowance:				
Pay Protection Flag:					Cash Award Amount:				
NFC Employee Status:					Cash Award Effective: PP YR				
NFC ASD Date 2:					Merit pay Computed Salary:				
NFC ASD Salary:					Merit Pay Increase Amount:				
Agency Info 1:					PMRS/PEP Bonus Amt:				
Agency Info 2:					PMRS/PEP Bonus Effective: PP YR				
Agency Info 3:					Funding Unit:				
					Agency Use 1:				
					Agency Use 2:				

Figure 150. Personnel Supplements

Processing Indicators	
SSNO:	
Accession Break In Service Indicator:	Employee Ceiling Ind:
Split TA Required Ind:	FERS Coverage Ind:
Thrift Savings Plan Change Ind:	Position Status Budget:
Union Dues Change Ind:	CPDF Coverage Code:
Health Benefit Change Ind:	Fatal/Non Fatal Error Ind:
Performance Eval Change Ind:	Replacement Followup Ind:
Cash Award Ind:	Name Correction Ind:
Flexfactor Participant Code:	FEGLI Ind:
Inactive No Pay Due Ind:	TSP Transfer Ind:
Employee Transfer Ind:	EMP EXP Participation Ind:
Multi-Element Change Ind :	SPPS Ind:
NFC Data Base Modification Ind:	
Msg Override:	
Salary Use:	

Figure 151. Processing Indicators

Retained Grade Data			
			SSNO:
Rate Expire Notification: Retain Rate Expire:			
* Occupied Position *		* Former Position *	
Pay Plan:	Grade:	Pay Plan:	Grade:
Occupational Series:		Occupational Series:	
Occupational Series Function Code:		Occupational Series Function Code:	
* Wage Marine Retained Data *			
Ret WM Mar	Pay Plan:	Grade:	
Ret WM Mar	Occupational Series:		
No Retained Grade Data Available			

Figure 152. Retained Grade Data

Retirement Data			
			SSNO:
Cumulative Retirement Ded:	Date EOD Foreign Service:		
Deduction Prior to Conversion:	Frozen Foreign Service Time: MO YR		
Total Retirement Ded:	Frozen CSRS Service:		
Creditable Military Service:	Frozen Sick Leave balance:		
Date Retired from Military:	CSRS Coverage At Appt:		
Retirement Coverage Code:	FERS Coverage Indicator:		
* Federal Record Number 1 *			
Participation Eligibility Code:	Action Code:		
Plan Code:	Ded Limit to OASDI:		
Eff Date of Action:	Non Deferred Ded YTD:		
Benefit Type:	Deferred Deduction YTD:		
Non Deferred Deduction:	Date Deduction Began:		
Deferred Deduction:	Earnings YTD:		
Deduction Type:	AGCY Contributions YTD:		
Deduction After OASDI Limit:			

Figure 153. Retirement Data

Salary Data		SSNO:
Department:		
Agency:		
Org Lev 2:		
Org Lev 3:		Adjusted Salary:
Org Lev 4:		Scheduled Salary:
Org Lev 5:		Geographic Adj Rate:
Org Lev 6:		Salary Rate:
Org Lev 7:		Locality Table Code:
Org Lev 8:		Geographic Adj %:
Employing Office:		Pay rate Det Code:
Position Title:		Pay table Code:
Pay Plan - Grade/Step:		Leo Indicator:
MR / IP Number:		FLSA Indicator:
Occ Series / Funct Code:		FEGLI Coverage:
Duty State:		
Duty City:		
Duty County:		
Acct Station:		
Acct Station Location:		
Paid Status:		
Seperation Accession Type:		
Frequency Paid:		
		Retirement Coverage:
		Earnings Limitation:
		PMSA Code:
		CMSA Code:
		Document Description:
		Document Effective:
		Document Batch:
		Pers Action Effective:
		Pers Auth Date:
		NOA 1ST:
		NOA 2ND:

Figure 154. Salary Data

Salary YTD Data		SSNO:
Gross Pay YTD:		PP last Time Paid:
Base Pay YTD:		Schedule Number Last Paid:
TSP Base Pay YTD:		Last Paid Begin:
HITS Wages YTD:		COPR Premium Pay FY YTD:
HITS Deductions YTD:		COPR Premium Pay FY YTD PRI:
OASDI Wages YTD:		COPR OT Ret Curr FY YTD:
OASDI Deductions YTD:		COPR OT Ret Prev FY YTD:
Earning Limit YTD:		COPR Premium Pay Pay Period:
Overpay Carry YTD:		COPR OT Ret Pay Period:
		COPR OT Hours Last 26 PP:
		COPR Comm Hours Last 26 PP:
Acct Distribution FY:	Appn CD:	Flag:
Sub Level:		

Figure 155. Salary YTD Data

Separated Leave	
* Annual Leave *	* Leave Without Pay *
Lump Sum Leave Paid:	Leave Retirement RIF:
Carryover Balance:	Since WGI:
Accrual Year to Date:	During Probation:
Leave Used Year To Date:	During Managerial Probation:
Accrual Reduction:	
* Date Lump Sum Carried *	* Sick Leave *
Restored Leave:	Expire For Retirement Date:
Over Ceiling Leave:	Carryover Balance:
Within Ceiling Leave:	Accrual Year to Date:
Date Leave Paid:	Leave Used Year To Date:
	Accrual Reduction:
	Minus Sick Leave Code:
	Projected Use Date:
* Absent Without Leave *	* Suspension Leave *
Leave Retirement RIF:	Leave Retirement RIF:
Since WGI:	Since WGI:
During Probation:	During Probation:
During Managerial Probation:	During Managerial Probation:
* Absent Without Pay *	* Military Leave *
Excess 30 Day Counter:	Regular Hours Year to Date:
Consecutive Day Counter:	Regular Days Year to Date:
	Emergency Hours Year to Date:

Figure 156. Separated Leave

Separation Information	
SSNO:	
Prepare Leave Record:	Pay Raise Rate Lump Sum:
Final TA Received:	Scheduled WGI:
Prepare Retirement Record:	Supervisor Manager Probation Begin:
Record Status Code:	Probation Period Start:
Pay Period Processed:	Personnel Action Effective:
Year Processed:	Nature of Action 2nd/ Auth:
Lump Sum Ending Date Hours:	
Last Day Pay Status for Retirement:	
* Intermittent *	
Interim Lump Sum Code:	Elapsed Calendar Days Since WGI:
Days Worked Since Last WGI:	Elapsed Calendar Days to Career:
Days Worked this Appointment:	Days Worked on Roll:
Paid Status Days to Career:	Elapsed Calendar Days During Prob:
Days Worked Calendar Year:	Elapsed Calendar Days Scd:
Days Worked During Prob:	

Figure 157. Separation Information

SF-50B Data Elements		SSNO:
Date of Birth:		
Nat Act 1st 3 Pos:		
Nat Act Auth 1st:		
Appoint NTE:		Pers Action Eff:
Position Title:		Nat Act 2nd 3 Pos:
Working Title:		Nat Act Auth 2nd:
Pay Plan-Occ Ser:		Promotion NTE:
Grade/Step:		Non Pay NTE:
Salary Rate Code:		MR/IP:
Total Salary:		Agency Use:
Scheduled Salary:		Annuitant Indicator:
Geographic Adj Rate:		SCD Leave:
Adj Salary:		Bargaining Unit Status:
Other Pay:		Pers Action Code:
Org Structure Code:		Type of Appointment:
Org Name:		Date SCD Retire:
		Date SCD RIF:
		Date 6C Retire:
		Date SCD TSP:
		Date SCD WGI:
		Date Career Tenure Starts:
		Date Entered Present Grade:
		Date Probation Period Starts:
Veterans Pref Code:		Date Supr/Mgr Prob Period:
Veterans Pref RIF:		Gain/Lose Dept:
Tenure Group:		Annual Leave Cat.:
Pay Rate Deter Code:		45 Day Code:
FGLI Code:		Leave Earn Status During PP:
Retirement Code:		Qtrs Ded Code:
Work Schedule:		Qtrs Ded Rate:
Tour of Duty Hours:		COLA/Post Diff Code:
Position Occupied:		TSP Eligibility Code:
FLSA:		Uniform Service Status:
Duty Station Code:		Date Retired Military:
Duty Station:		
Remarks Codes:		

Figure 158. SF-50B Data Elements

SSNO Change Data
SSNO Changed To:
SSNO Changed From:
Org Structure Code Agency:
Org Structure Department Code:
Processed Pay Period Begins:

Figure 159. SSNO Change Data

State Tax	
Processed Pay Period:	
Processed Year:	
Withholding State Code/Name:	
Number of Exemptions:	
Extra Exemptions:	
Personal Exemptions:	
Status Duty State:	
Private Tax Code:	
Extra Deductions:	

Figure 160. State Tax

Thrift Savings Data	
SSNO:	
Date TSP Eligibility:	Change Status Code:
TSP Eligibility Code:	Eff Date of Status Change:
Uncapped Salary for TSP:	Percent of Deduction:
TSP SCD:	Dollar Amount of Deduction:
Build TSP Data Record:	
* Federal Thrift Savings Record 1 *	
Plan Code:	Non Deferred Ded Factor:
Coverage Code:	Deferred Ded Factor:
Eff Date of Action:	Ded After OASDI Limit:
Ded Limit to OASDI:	Non Deferred Ded YTD:
Benefit Type:	Deferred Deduction YTD:
Deduction Type:	TSP Base Pay YTD:
Action Code:	AGCY 1 Pct and/or Match YTD:
Deductions Began:	

Figure 161. Thrift Savings Data

Field Instructions:

Enter Last Name

Type the full or partial last name to be displayed on the report.

Employee Search (By SSNO)

The Employee Search (By SSNO) report (**Figure 162**) is displayed when you select **Search By Employee's SSNO** on the Workforce Reports menu (**Figure 107**). This report displays the employee matching your search criteria. Each employee is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

Note: This report contains detailed data.

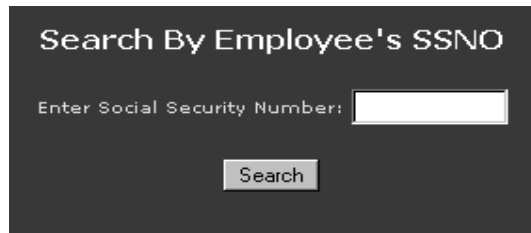


Figure 162. Employee Search (By SSNO) report

After running the Employee Search (By SSNO) report (**Figure 162**), the Employee Search (By SSNO) report (for the applicable employee) (**Figure 163**) is displayed. You can select the displayed employee to display various reports. These are the same reports available when running the Employee Search (By Name) report (**Figure 127**). See [Employee Search \(By Name\)](#) to view these reports.

SSNO	Name	Org	POI	PP-Ser-Gr/St

Figure 163. Employee Search (By SSNO) report (for the applicable employee)

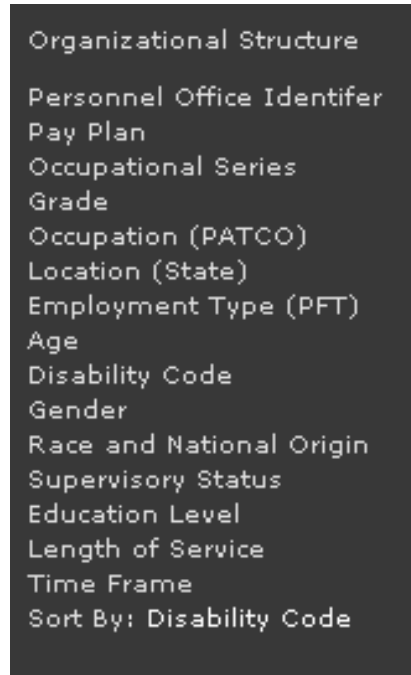
Field Instructions:

Enter Social Security Number

Type the ssn of the employee(s) to be displayed on the report.

Employment By Disability Code

The Employment By Disability Code report (**Figure 164**) is displayed when you select **Employment By Disability Code** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees by disability code within an organization. Data for this report is obtained from the Personnel History database and is updated biweekly. The grade indicator on the Personnel History database is used to determine an employee's grade.



Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Supervisory Status
Education Level
Length of Service
Time Frame
Sort By: Disability Code

Figure 164. Employment By Disability Code report

After running the Employment By Disability Code report (**Figure 164**), the Employment By Disability Code report (with criteria) (**Figure 165**) is displayed.

U. S. Department Of Agriculture - Office Of The Chief Fin Ofc -
National Finance Center

Employment Distribution By Disability Code

Calendar Year = 2004 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Length of Service >= 5 years
By Disability Code

Disability Code	Number of Employees
(01) DOES NOT WISH TO IDENTIFY DISABILITY STATUS	1
(05) NO DISABILITY	21
(84) DIABETES-UNDER CONTROL NO RESTRICTIONS (BEFORE 10/01/87)	1
(88) CANCER COMPLETE RECOVERY	1
Total	24

Total NATIONAL FINANCE CENTER Population: 1451 (which includes employees that have not designated a Race and National Origin)

Figure 165. Employment By Disability Code report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. The default for this field is **Disability Code**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Employment Changes

The Employment Changes report (**Figure 166**) is displayed when you select **Employment Changes** on the Workforce Reports menu (**Figure 107**). This report displays employment data based on RNO and gender for two points in time (i.e., FY2003 and FY2004) by year. This report also provides comparison of employment levels between the time periods. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Education Level
Length of Service
Time Frame 1: Calendar Year 2002
Time Frame 2: Calendar Year 2001
Sort By: Organization
  
```

Figure 166. Employment Changes report

After running the Employment Changes report (**Figure 166**), the Employment Changes report (with criteria) (**Figure 167**) is displayed.

U.S. Department Of Agriculture														
Distribution By Org Category														
Comparison between Years Calendar Year 2003 and Calendar Year 2002 and Personnel Office Identifier = 5317 - USDA - OCFO ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Supervisory Sta Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Empl Permanent Full-Time and Age >= 20 Years Old and Education Level = Bachelors or Post-Bachelors and Length of Service >=														
By Org														
Org	Date	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White	
					Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off Of The Chief Fnanc Off	2000	16	11	9	2	5	.	2	3	.
	%		68.8	56.2	12.5	31.2	.	12.5	18.8	2.
	2001	12	8	6	2	4	2	.
	%		66.7	50	16.7	33.3	16.7	33.
Change In %		-33.3	-2.1	-6.2	4.2	2.1	0	-12.5	0	0	0	0	-2.1	8.
Total														
	2000	16	11	9	2	5	.	2	3	.
	%		68.8	56.2	12.5	31.2	.	12.5	18.8	2.
	2001	12	8	6	2	4	2	.
	%		66.7	50	16.7	33.3	16.7	33.
Change In %		-33.3	-2.1	-6.2	4.2	2.1	0	-12.5	0	0	0	0	-2.1	8.

Figure 167. Employment Changes report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Time Frame 1	Click this field to indicate the first year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between Calendar Year and Fiscal Year . This field defaults to the current calendar year. Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Time Frame 2

Click this field to indicate the second year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between ***Calendar Year*** and ***Fiscal Year***. This field defaults to the previous calendar year. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. The default for this field is **Sort By**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Flex Fund

The Flex Fund report (**Figure 168**) is displayed when you select **Flex Fund** on the Workforce Reports menu (**Figure 107**). This report contains data on employees' contributions in Flexible Spending Accounts (FSA). Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

Flexfund Report: Fed Flex Payment Report By Plan Code

Organizational Structure

Personnel Office Identifier

Fed Flex Plan : OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH)

Pay Plan

Occupational Series

Grade

Location (Duty State)

Location (Duty City)

Location (Duty County)

Separation Accession Type: Not Separated or Accession this Pay Period

Type of Appointment

Employment Type

Special Employee Code

Retirement System

Year and Pay Period

Figure 168. Flex Fund report

After running the Flex Fund report (**Figure 168**), the Flex Fund report (with criteria) (**Figure 169**) is displayed. You can select an employee from the list and obtain more detailed information on that employee. For more information on the data available on each employee on the list, see [Employee Search \(By Name\)](#).

OPM FedFlex Payment Report By Plan Code						
Sensitive Personnel Data -- Use is Restricted						
Year and Pay Period = 2003 - 26 and Pay Period covered by TA = 2003 - 26 and Fed Flex Plan = OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH) and Separation Accession Type = Not Separated or Accession this Pay Period						
APPALACHIAN REGIONAL COMMISSION						
		(AP)				
SSNO	Name	Plan Code	Dept	AGCY	POI	Premium W/H
Plan Code FD Participants:		0				Total Plan Code FD Premiums: \$0.00
		FH	AP	66	4016	\$38.46
		FH	AP	66	4016	\$11.54
		FH	AP	66	4016	\$38.46
Plan Code FH Participants:		3				Plan Code FH Premiums: \$88.46
* Total Plan Code FD and FH Participants:		3				Total Premiums: \$88.46
* The Grand total of participants may not equal the individual count of employees with FD plans plus the employees with FH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.						

Figure 169. Flex Fund report (with criteria)

Field Instructions:

Flexfund Report

Click this field to select the type of flexfund report to be displayed. Valid values are **Fed Flex Payment Report By Agency** and **Fed Flex Payment Report By Plan Code**. This field defaults to **Fed Flex Payment Report By Plan Code**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Organizational Structure

Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the Personnel Office Identifier (POI) to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the Submitting Office Number (SON). After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Fed Flex Plan

Click this field to indicate the Flexible Spending Account that the employee is enrolled in and contributing to. Valid values are **OPM Fed Flex Dependent Care Acct (FD)** and **OPM Fed Flex Health Care Account (FH)**. This field defaults to both values. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Retirement System

Click this field to indicate the retirement system to be displayed on the report. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. This field goes back 26 pay periods.

Gender Profile

The Gender Profile report (**Figure 170**) is displayed when you select **Gender Profile** on the Workforce Reports menu (**Figure 107**). This report counts organization employees by gender. Data for this report is obtained from the Personnel History database and is updated biweekly. The Sex Code on the Personnel History database is used to identify the employee's gender.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Race and National Origin

Education Level

Length of Service

Include Relative Civilian Labor Force (RCLF) statistics?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 170. Gender Profile report

After running the Gender Profile report (**Figure 171**), the Gender Profile report (with criteria) (**Figure 171**) is displayed.

Gender Profile						
U.S. Department Of Agriculture						
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years						
By Org						
Org	Total	% of Population	Women	(%)	Men	(%)
Off Of The Chief Fnanci Officer	6	100	4	66.7	2	33.3
Total	6	100	4	66.7	2	33.3
Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375						
Data as of 03/16/2003						
Prepared By Tara Lala on 3/18/2003 at 3:15 PM						

Figure 171. Gender Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Relative Civilian Labor Force (RCLF) Statistics?

Click this field to indicate whether or not to include RCLF statistics. This field defaults to **No**. Valid values are **Yes** and **No**. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **Organization**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Grade Distribution

The Grade Distribution report (**Figure 172**) is displayed when you select **Grade Distribution** on the Workforce Reports menu (**Figure 107**). This report displays a count by grade of employees in an organization. Data for this report is obtained from the Personnel History database and is updated weekly. The Grade indicator on the Personnel History database is used to identify the employee's grade.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 172. Grade Distribution report

After running the Grade Distribution report (**Figure 172**), the Grade Distribution report (with criteria) (**Figure 173**) is displayed.

U.s. Department Of Agriculture
Distribution By PATCO and Grade Range

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Supervisory Status = Non-Supervisory and RNO = White and Gender = Female and Grade = 11 and Location (State) = Louisiana or Maine and PATCO = Professional or Administrative or Technical or Clerical and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service >= 5 years
By PATCO

PATCO	Grade	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White		Un-disclosed	
					Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Administrative	01-04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	05-08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	09-12	4	4	-	-	-	-	-	-	-	-	-	-	4	-	-
	%	-	100	-	-	-	-	-	-	-	-	-	-	100	-	-
	13-15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal		4	4	-	-	-	-	-	-	-	-	-	-	4	-	-
		%	100	-	-	-	-	-	-	-	-	-	-	100	-	-

Figure 173. Grade Distribution report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **Organization**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Grades Across Minority And Gender

The Grades Across Minority and Gender report (**Figure 174**) is displayed when you select **Grades Across Minority And Gender** on the Workforce Reports menu (**Figure 107**). This report displays a count of employment by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Disability Code
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Education Level
Length of Service
Time Frame
Sort By: Grade

Figure 174. Grades Across Minority And Gender report

After running the Grades Across Minority And Gender report (**Figure 174**), the Grades Across Minority And Gender report (with criteria) (**Figure 175**) is displayed.

U.S. Department Of Agriculture
Distribution By Grade

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90)
and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location
(State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent
Full-Time and Age >= 20 Years Old and Education Level = Bachelors
By Grade

Grade	Total	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White		Un-disclosed	
		Women	Minorities	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
11	16	11	10	3	7	2	4	.	.
%		68.8	62.5	18.8	43.8	12.5	25	.	.
Total	16	11	10	3	7	2	4	.	.
%		68.8	62.5	18.8	43.8	12.5	25	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 1607 (which includes employees that have not designated a Race and National Origin)

Figure 175. Grades Across Minority And Gender report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **Grade**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Grade Range

The Grade Range report (**Figure 176**) is displayed when you select **Grade Range** on the Workforce Reports menu (**Figure 107**). This report displays a count of employees by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Disability Code
Gender
Race and National Origin
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Education Level
Length of Service
Time Frame
Sort By: PATCO

Figure 176. Grade Range report

After the Grade Range report (**Figure 176**) is run, the Grade Range report (with criteria) (**Figure 177**) is displayed.

U.s. Department Of Agriculture
Distribution By PATCO and Grade Range

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Supervisory Status = Non-Supervisory and RNO = White and Gender = Female and Grade = 11 and Location (State) = Louisiana or Maine and PATCO = Professional or Administrative or Technical or Clerical and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service >= 5 years
By PATCO

PATCO	Grade	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White		Un-disclosed	
					Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Administrative	01-04
	%															
	05-08
	%															
	09-12	4	4	4	.	.
	%		100	100	.	.	.
	13-15
	%		
	00
	%		
Subtotal		4	4	4	.	.	.
	%		100	100	.	.	.

Figure 177. Grade Range report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional, Administrative, Technical, Clerical, Other, and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader, and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Education Level

Click this field to indicate the education level to be displayed on the report. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

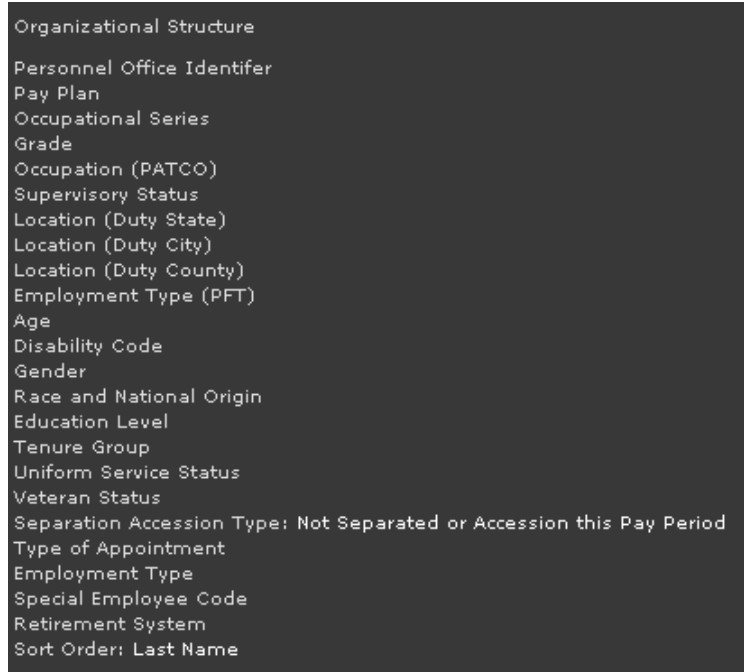
Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **PATCO**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Leave Balances

The Leave Balances report (**Figure 178**) is displayed when you select **Leave Balances** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees within an organization and the leave balance for each employee. The length of the list depends on what organizational level that you go down to. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.



Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 178. Leave Balances report

After the Leave Balances report (**Figure 178**) is run, the Leave Balances report (with criteria) (**Figure 179**) is displayed. Only twenty employee records are displayed at one time. If more than twenty records meet the selection criteria, you will be able click the applicable page number to find the applicable record. Each employee record contains the employee's name, ssn, current annual leave balance, current sick leave balance, current compensatory leave balance, any leave without pay information pertaining that employee, the employee's annual leave category, any suspension leave information, the employee's SCD date for leave, the employee's base salary, military leave information, and FLSA information. You can select an employee within the list to obtain more information on the employee. For more information on the data available on each employee on the list, see [Employee Search \(By Name\)](#).

Leave Balances
Sensitive Personnel Data -- Use is Restricted
Employing Office Code = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay
Plan = GS and Grade = 13
By Last Name

APPALACHIAN REGIONAL COMMISSION

(AP)

Name	SSNO	AL Curr Balance	SL Curr Balance	CL Tot Curr	LWOP Ret Rif	Su LV Ret	AL Cat	SCD Leave	Base Salary	Mil Lv Co	Mil Lv Day YTD	Mil Lv Hr YTD	FLSA
		38	16	0			4	02/03/2003	\$63,293.00				E
		208	16	0			8	03/13/1977	\$69,419.00				E

2 records were selected
You are now viewing records 1 through 2

Figure 179. Leave Balances report (with criteria)

Field instructions:

Organizational Structure Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is All . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

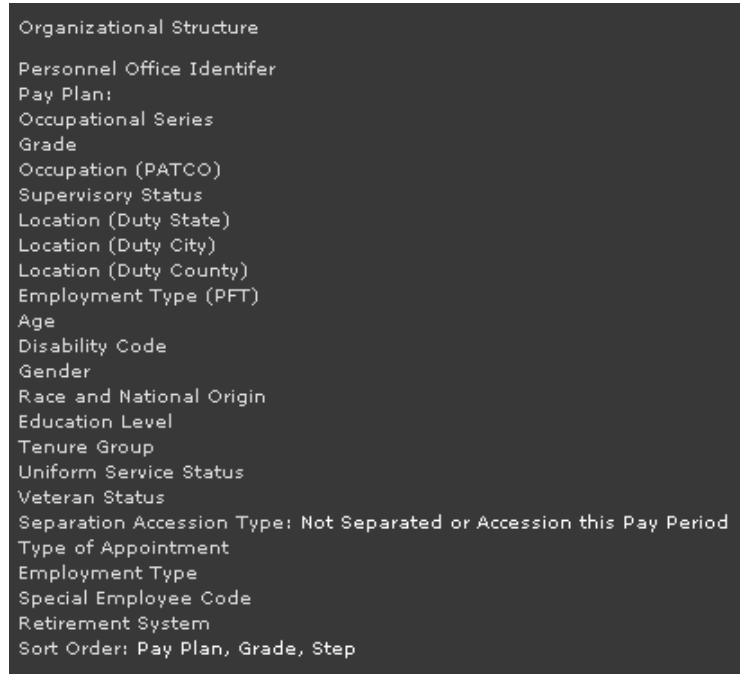
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the race/national origin (RNO) origin to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group , Group 1 , Group 2 , and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None , Ready Reserve , Standby Reserve , National Guard , Retired Military-Regular , and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91) , Vietnam Era Veteran , Pre-Vietnam Era Veteran , Post-Vietnam Era Veteran , and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. If no sort options are selected, Last Name is used to sort the data.

Leave Liability

The Leave Liability report (**Figure 180**) is displayed when you select **Leave Liability** on the Workforce Reports menu (**Figure 107**). This report contains leave data for the employees within an organization. Both the number of hours and the dollar values of those hours are listed on the report. A list of the employees is displayed when the report is run. You can select an employee to display data about that individual employee. Data for this report is taken from NFC's Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.



Organizational Structure
Personnel Office Identifier
Pay Plan:
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step

Figure 180. Leave Liability report

After running the Leave Liability report (**Figure 180**), the Leave Liability report (with criteria) (**Figure 181**) is displayed.

Annual Leave Liability			
Sensitive Personnel Data -- Use is Restricted			
APPALACHIAN REGIONAL COMMISSION -			
(AP)			
Data as of 01/18/2004			
SSNO		AL Balance	Liability
		0	\$0.00
		215	\$14,729.57

2 records were selected

You are now viewing records 1 through 2

Totals for AP		
On Board	Annual Leave Balance	Leave Liability
2	215.00	\$14,729.57

Figure 181. Leave Liability report (with criteria)

Field Instructions:

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group, Group 1, Group 2, and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None, Ready Reserve, Standby Reserve, National Guard, Retired Military-Regular, and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click [Done] , [Cancel] , or [Reset] , as applicable.

Length Of Service Profile

The Length of Service Profile report (**Figure 182**) is displayed when you select **Length Of Service** on the Workforce Reports menu (**Figure 107**). This report displays a count of organization employees across length of service categories. Data for this report was obtained from the Personnel History database and is updated biweekly. Employees with no service computation date (SCD) are not included in this count.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

Figure 182. Length Of Service Profile report

After running the Length Of Service Profile report (**Figure 182**), the Length Of Service Profile report (with criteria) (**Figure 183**) is displayed.

Length of Service
U.S. Department Of Agriculture

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and
Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11
Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Education Level
Years Old
By Org

Org	Total	% of Population	under 6	6 thru 10	11 thru 15	16 thru 20	21 thru 25	26 thru 30	31 thru 35
Off Of The Chief Finand Officer	4	100	1	1	1	1	.	.	.
Total	4	100	1	1	1	1	.	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Note: * Employees that did not have a Retirement Date upon which to perform the length of service calculation were placed in the 'Other' years of service category.

Figure 183. Length Of Servie Profile report (with criteira)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Education Level

Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Include Percentages

Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is **No**. Valid values are **Yes** and **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as appropriate.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **Organization**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Life Insurance Listing

The Life Insurance Listing report (**Figure 184**) is displayed when you select **Life Insurance Listing** on the Workforce Reports menu (**Figure 107**). This report contains detail data concerning the employees in an organization and their life insurance elections. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

Organizational Structure
Personnel Office Identifier
Life Ins. Plan Display: All
Life Ins. Plan
Life Ins. Coverage
Life Ins. Option
Life Ins. Plan 2
Life Ins. Coverage 2
Life Ins. Option 2
Life Ins. Plan 3
Life Ins. Coverage 3
Life Ins. Option 3
Life Ins. Plan 4
Life Ins. Coverage 4
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment

Figure 184. Life Insurance Listing report

After running the List Insurance Listing report (**Figure 184**), the Life Insurance Listing report (with criteria) (**Figure 185**) is displayed.

Life Insurance Listing

Sensitive Personnel Data -- Use is Restricted

Employing Office Code = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay Plan = GS and Separation Accession

Accession this Pay Period

By Last Name

APPALACHIAN REGIONAL COMMISSION

(AP)														
			Plan				Plan 2				Plan 3			
Org	Name	SSNO	Plan	Coverage	Option	Factor	Plan	Coverage	Option	Factor	Plan	Coverage	Option	Factor
AP66010000000000000000														
AP66010000000000000000			01	I1					0001				0001	
AP66010000000000000000			01	D0	0000									
AP66010000000000000000			01	G0					0001					
AP66010000000000000000			01	G0			LE		0001					
AP66010000000000000000														
AP66010000000000000000			01	Z1	0000				0005				0001	
AP66010000000000000000			01	K0					0002					

8 records were selected

You are now viewing records 1 through 8

8 records were selected
You are now viewing records 1 through 8

Figure 185. Life Insurance Listing report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Life Ins. Plan Display	Click this field to indicate the numeric type of plan to be displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Plan	Click this field to indicate the type of insurance to be displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Coverage	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Option	Click this field to indicate the option code for the insurance in the Life Ins. Plan field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Plan 2	Click this field to indicate the second type of insurance to be displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Coverage 2	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 2 field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Option 2	Click this field to indicate the option code for the insurance in the Life Ins. Plan 2 field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Life Ins. Plan 3	Click this field to indicate the third type of insurance to be displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Coverage 3	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 3 field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Option 3	Click this field to indicate the option code for the insurance in the Life Ins. Plan 3 field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Plan 4	Click this field to indicate the fourth type of insurance to be displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Life Ins. Coverage 4	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 4 field. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group , Group 1 , Group 2 , and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None , Ready Reserve , Standby Reserve , National Guard , Retired Military-Regular , and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91) , Vietnam Era Veteran , Pre-Vietnam Era Veteran , Post-Vietnam Era Veteran , and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

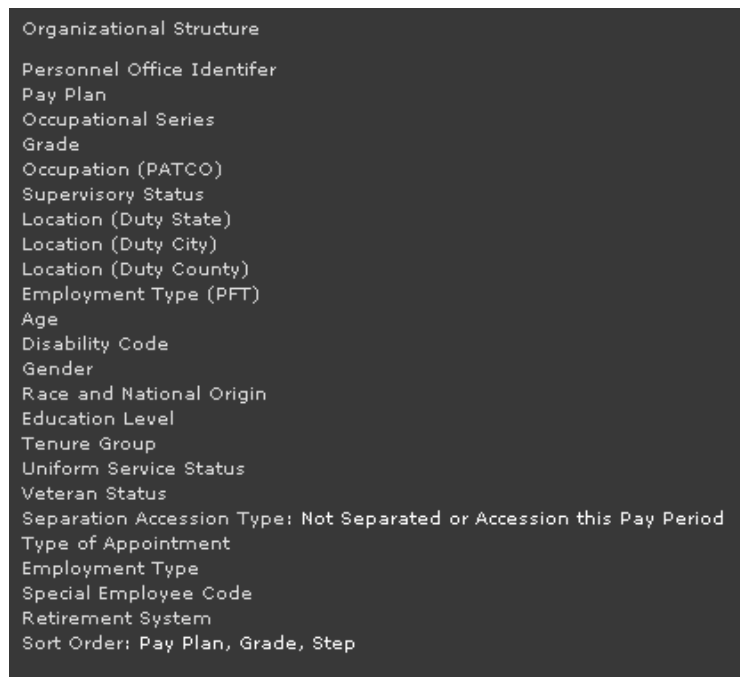
Type Of Appointment

Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Manpower Analysis

The Manpower Analysis report (**Figure 186**) is displayed when you select **Manpower Analysis** on the Workforce Reports menu (**Figure 107**). This report displays a list of all employees in an organization. The lists are arranged in columns by employee name, date of birth, ssn, grade and step, pay plan, series, salary, pay basis, position designation number, SCD date, tour or duty, whether the employee is a permanent or temporary employee, veteran's preference, pay rate determinant code, and compensatory and exceptional service. Totals for an organization are displayed after the last page of the report. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly. All employees are available for data for this report.

Note: This report contains detailed data.



Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step

Figure 186. Manpower Analysis report

After running the Manpower Analysis report (**Figure 186**), the Manpower Analysis report (with criteria) (**Figure 187**) is displayed.

Organizational Structure and Manpower Analysis
Pay Plan = GS and Occ Ser = 1801 - GEN. INSPECTION, INVESTIGATION & COMP. and Separation Accession Type = Not Separated or A
this Pay Period
By Pay Plan, Grade, Step

APPALACHIAN REGIONAL COMMISSION

	SSNO	Date of Birth	Pay Plan - Series - Grade/Step	Salary	Pay Basis	(AP) Position Des. Number	Federal Service Comp Date	Tour	Perm or Temp	Vet	Pay Rate Det	Comp or Excp
JENNINGS, CLIFFORD H	266-86-4437	02/23/1952	GS-1801-15/10	\$110,682	PA	0108 -02	01/29/1978	F	P	None	(0) NOT APPLICABLE	(1) Comp Serv

1 records were selected
You are now viewing records 1 through 1

Totals for AP			
Employee Count	On Board	Average Salary	Average GS Grade
F/T Perm	1	\$110,682.00	15.00
Other	0		
Total	1	\$110,682.00	15.00
Total Annual salaries		\$110,682.00	

Figure 187. Manpower Analysis report (with criteria)

Field Instructions:

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
- Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group, Group 1, Group 2, and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None, Ready Reserve, Standby Reserve, National Guard, Retired Military-Regular, and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. If no sort options are selected, organizational levels are used as the sort options. The default for this field is Pay Plan, Grade, Step . After making your selection, click [Done] , [Reset] , or [Cancel] , as applicable.

Minority Profile

The Minority Profile report (**Figure 188**) is displayed when you select **Minority Profile** on the Workforce Reports menu (**Figure 107**). This report displays a count across RNO of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Education Level
Length of Service
Sort by gender inside of RNO classification?: Yes
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

Figure 188. Minority Profile report

After running the Minority Profile report (**Figure 188**), the Minority Profile report (with criteria) (**Figure 189**) is displayed.

U.S. Department Of Agriculture
Minority Profile By Org

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and P:
and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade
Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-
Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/Alaskan Nat		White	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off Of The Chief Enand Officer	16	11	10	3	7	2	4
	%	68.8	62.5	18.8	43.8	12.5	25
Total	16	11	10	3	7	2	4
	%	68.8	62.5	18.8	43.8	12.5	25

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375 (which includes employees that have not designated a Race and National Origin)

Figure 189. Minority Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Sort By Gender Inside Of RNO Classification	Click this field to indicate whether or not to sort across gender within each RNO classification. Valid values are Yes and No . This field defaults to Yes . After making your selection, click [Done] or [Cancel] , as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run to the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Occupation (PATCO) Profile

The Occupation (PATCO) Profile report (**Figure 190**) is displayed when you select **Occupation (PATCO) Profile** on the Workforce Reports menu (**Figure 107**). This report displays a count of the employees in an organization grouped across their PATCO (professional, administrative, technical, clerical, other) categories. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

Figure 190. Occupation (PATCO) Profile report

After running the Occupation (PATCO) Profile report (**Figure 190**), the Occupation (PATCO) Profile report (with criteria) (**Figure 191**) is displayed.

Occupation (PATCO)									
U.S. Department Of Agriculture									
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old									
By Org									
Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	NonSupv BC
Off Of The Chief Financ Officer	4	100	.	4
Total	4	100	.	4

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 191. Occupation (PATCO) Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Include Percentages?

Click this field to indicate whether or not to include a percentage column for each data column. Valid values are **Yes** and **No**. The default for this field is **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

► Occupational Series Listing

The Occupational Series Listing report (**Figure 192**) is displayed when you select **Occupational Series Listing** on the Workforce Reports menu (**Figure 107**). This report contains information on employees in certain occupational listings. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Report Type
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name

Figure 192. Occupational Series Listing report

After running the Occupational Series Listing report (**Figure 192**), the Occupational Series Listing report (with criteria) (**Figure 193**) is displayed.

Occupational Series Listing
Sensitive Personnel Data -- Use is Restricted

Employing Office Code = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Se
PROGRAM ANALYSIS and Grade = 12 and Separation Accession Type = Not Separated or Accession this Pay Period
LOUISIANA and Location (Duty City) = LOUISIANA - NEW ORLEANS and Location (Duty county) = LOUISIANA - OR
Bachelors
By Last Name

U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center
(AG9070)

Name	Pay Plan	Series	Grade	Agency	Age	Years of Service	Education Level	Duty C
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	54	31	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	53	32	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	42	15	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	51	26	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	38	11	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	35	10	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	48	16	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	43	17	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	62	19	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	47	17	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	51	32	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	46	23	(13) BACHELORS	NEW ORI
	GS	0343	12	90 - OFFICE OF THE CHIEF FIN OFC	47	10	(13) BACHELORS	NEW ORI

Figure 193. Occupational Series Listing report (with criteria)

Field Instructions:

Report Type

Click this field to indicate what type of report you wish to display on the report. Valid values are **Detail Listing (Includes Name And SSNO)**, **Detail Listing (Without Name And SSNO)**, and **Salary And Benefits Summary**. After making your selection, click **[Done]** or **[Reset]** as applicable.

Organizational Structure

Click this field to indicate the organization to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group , Group 1 , Group 2 , and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None , Ready Reserve , Standby Reserve , National Guard , Retired Military-Regular , and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Veteran Status	<p>Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91). The default for this field is All. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
SCD Date (Leave)	<p>Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.</p> <p>The first down arrow sets the parameters of the report. Valid values are Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To, and Greater Than.</p> <p>The second down arrow is used to indicate the month. Valid values are 01 through 12.</p> <p>The third down arrow is used to indicate the day. Valid values are 01 through 31.</p> <p>The fourth down arrow is used to indicate the year.</p> <p>Valid values are 1945 through 2004. Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] as applicable.</p>
Separation Accession Type	<p>Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated, Regular, Deceased, and Accession This Pay Period. The default for this field is Not Separated Or Accession This Pay Period. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Type Of Appointment	<p>Click this field to indicate the appointment type to be displayed on the report. The default for this field is All. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Employment Type	<p>Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time, Part-time, Intermittent, Fee Basis Of Piecework, and First 40 Hours. The default for this field is All. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>
Special Employee Code	<p>Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All. Multiple or block selections are allowed. After making your selection, click [Include], [Exclude], [Cancel], or [Reset], as applicable.</p>

Retirement System

Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order:

Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to **Last Name**. After making your selection, click **[Done]** or **[Reset]**, as applicable.◀

Official Time For Union Business

The Official Time For Union Business report (**Figure 194**) is displayed when you select **Official Time For Union Business** on the Workforce Reports menu (**Figure 107**). This report displays information regarding canceled payments that have been returned to NFC and require agency action. Data for this report is obtained from DOTS and is updated daily.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Location (Duty State)

Location (Duty City) - Please select a State first

Location (Duty county) - Please select a State first

Union/Association

Local/Lodge - Please select a Union/Association first.

Separation Accession Type: Not Separated or Accession this Pay Period

Type of Appointment

Employment Type

Special Employee Code

Retirement System

SCD Date (Leave)

Sort Order:

Figure 194. Official Time For Union Business report

After running the Official Time For Union Business report (**Figure 194**), the Official Time For Union Business report (with criteria) (**Figure 195**) is displayed.

Official Time for Union Business								
Accumulated for Pay Period(s) 2007 - 01								
Sensitive Personnel Data -- Use is Restricted								
U. S. DEPARTMENT OF AGRICULTURE								
Office Of The Chief Fin Ofc								
National Finance Center								
(AG9070)								
Name	Org	Pay Plan	Grade	35	36	37	38	Accumulated Hours
	90-70-30-0050-10200000	GS	07	0.00	0.00	7.25	0.00	7.25
	90-70-40-0070-15100000	GS	07	0.00	0.00	8.00	0.00	8.00
	90-70-40-0070-20100000	GS	07	0.00	0.00	4.00	0.00	4.00
	90-70-40-0070-20100000	GS	07	0.00	0.00	4.00	0.00	4.00
	90-70-40-0080-25000000	GS	07	0.00	0.00	7.00	0.00	7.00
	90-70-40-0080-25100000	GS	07	0.00	0.00	52.00	0.00	52.00
	90-70-40-0090-10150000	GS	07	0.00	0.00	29.50	0.00	29.50
Total Hours By Transaction Code				35	36	37	38	
								0.00
								0.00
								111.75
								0.00
Grand Total of Hours Reported								111.75

Figure 195. Official Time For Union Business report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] .
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is All . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Year And Pay Period	Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Summary Only	Click this field to indicate whether or not you want only a summary report. Valid values are Yes and No . This field defaults to No .
Sort Order	Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. After making your selection, click [Done] , [Reset] , or [Cancel] as applicable. This field defaults to Org Code Last Name .

Organization Profile

The Organization Profile report (**Figure 196**) is displayed when you select **Organization Profile** on the Workforce Reports menu (**Figure 107**). This report displays a count of all employees in an organization across employment type. Data for this report is obtained from the Personnel History database and is updated biweekly.

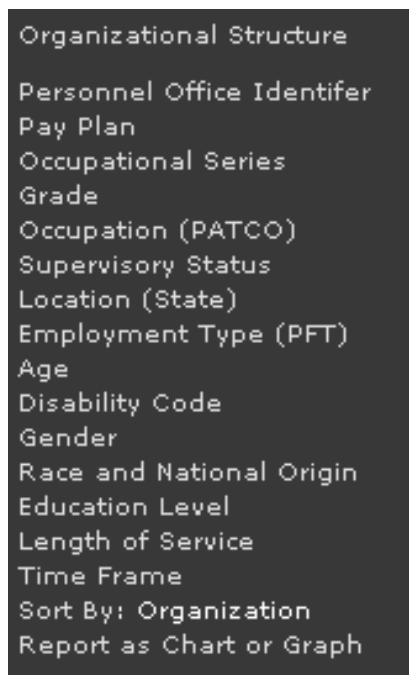


Figure 196. Organization Profile report

After running the Organization Profile report (**Figure 196**), the Organization Profile report (with criteria) (**Figure 197**) are displayed.

Organizational Profile								
U.S. Department Of Agriculture								
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years								
By Org								
Org	Total	% of Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Officer	4	100	4	100
Total	4	100	4	100
Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375								

Figure 197. Organization Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

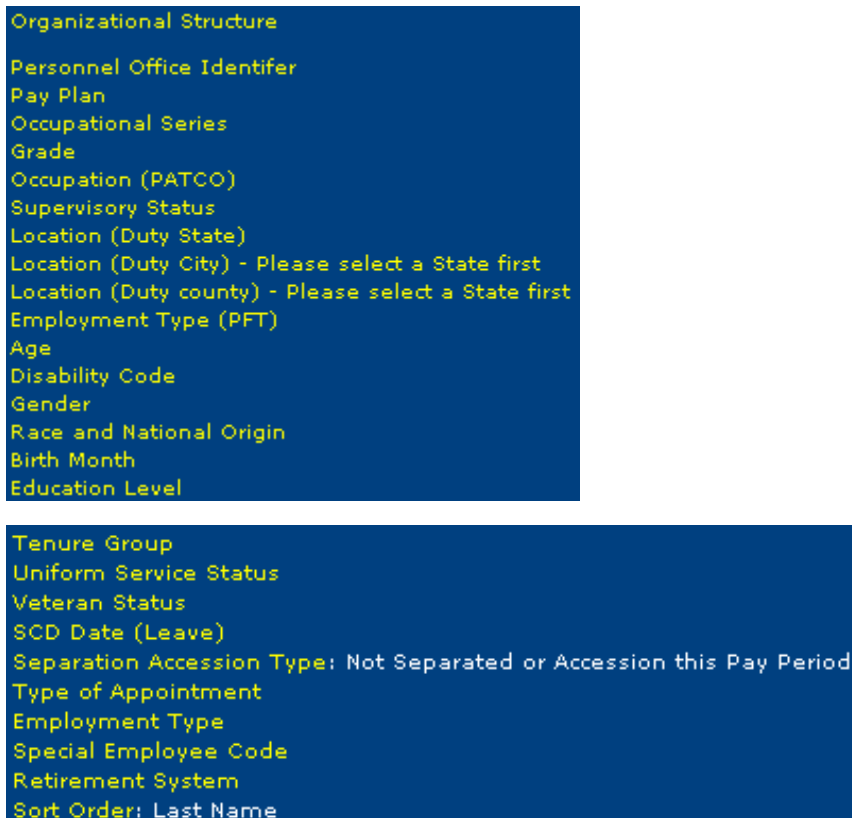
Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

► Overdue Performance Appraisals

The Overdue Performance Appraisals report (**Figure 198**) is displayed when you select **Overdue Performance Appraisals** on the Workforce Reports menu (**Figure 107**). This report contains a list of employees (within a certain occupational series) with overdue performance appraisals. This report excludes employees in pay plans ES and GM and tenure group 0. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.



Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (Duty State)

Location (Duty City) - Please select a State first

Location (Duty county) - Please select a State first

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Birth Month

Education Level

Tenure Group

Uniform Service Status

Veteran Status

SCD Date (Leave)

Separation Accession Type: Not Separated or Accession this Pay Period

Type of Appointment

Employment Type

Special Employee Code

Retirement System

Sort Order: Last Name

Figure 198. Overdue Performance Appraisals report

After running the Overdue Performance Appraisals report (**Figure 198**), the Overdue Performance Appraisals report (with criteria) (**Figure 199**) is displayed.

Overdue Performance Appraisals for Non-Merit Pay Employees
(CULP0127)

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center

(AG9070)

SSN	Name	Pay Plan	Occ Series	Grade/Step	Performance Rating	Perf Eval Anniversary Date
		GS	0343	11/6	H3	09/30/2005
		GS	0343	11/5	H3	09/30/2005
		GS	0343	13/8	H4	09/30/1999
		GS	0343	11/2	H3	09/30/2005
		GS	0343	12/2	H3	09/30/2004
		GS	0343	13/4	H3	09/30/2005
		GS	0343	7/1	H4	09/30/2005

Figure 199. Overdue Performance Appraisals report (with criteria)

Field Instructions:

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
- Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Birth Month	Click this field to select a specific birth month(s). After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group , Group 1 , Group 2 , and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None , Ready Reserve , Standby Reserve , National Guard , Retired Military-Regular , and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91) , Vietnam Era Veteran , Pre-Vietnam Era Veteran , Post-Vietnam Era Veteran , and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

SCD Date (Leave)

Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are **Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To, and Greater Than.**

The second down arrow is used to indicate the month. Valid values are **01** through **12**.

The third down arrow is used to indicate the day. Valid values are **01** through **31**.

The fourth down arrow is used to indicate the year. Valid values are **1945** through **2004**. Multiple or block selections are not allowed.

After making your selection, click **[Done]** or **[Cancel]** as applicable.

Separation Accession Type

Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated, Regular, Deceased, and Accession This Pay Period.** The default for this field is **Not Separated Or Accession This Pay Period.** Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel], or [Reset]**, as applicable.

Type Of Appointment

Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel], or [Reset]**, as applicable.

Employment Type

Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time, Part-time, Intermittent, Fee Basis Of Piecework, and First 40 Hours.** The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel], or [Reset]**, as applicable.

Special Employee Code

Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel], or [Reset]**, as applicable.

Retirement System

Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel], or [Reset]**, as applicable.

Sort Order:

Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to **Last Name**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

PACS 4511 Carrier Tran. And Sum.

The PACS 4511 Carrier Tran. And Sum. report (**Figure 200**) is displayed when you select **PACS 4511 Carrier Tran. And Sum** on the Workforce Reports menu (**Figure 107**). This report contains the number of enrollees for Health Benefit Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

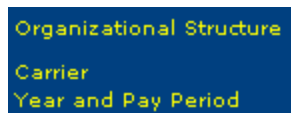


Figure 200. PACS 4511 Carrier Tran. And Sum. report

After running the PACS 4511 Carrier Tran. And Sum. report (**Figure 200**), the PACS 4511 Carrier Tran. And Sum. report (with criteria) (**Figure 201**), is displayed.

Smithsonian Institution
Carriers Transmittal and Summary Report
For Pay Period 14/2007 Start Date 07/08/07 End Date 07/21/07
Sensitive Personnel Data -- Use is Restricted

Carrier Code/Name: 59/KAISER PERMANENTE Report Number : 07-14
ATTN:
Carrier Address:

Description	Self	Family	Total
ENROLLEES FROM LAST REPORT	1	1	2
ADD			
NEW ENROLLEES	1	0	1
CHANGE IN CODE	0	0	0
TRANSFER IN	0	0	0
OTHER	0	0	0
DEDUCT			
CANCELLATIONS	0	0	0
CHANGE IN CODE	0	0	0
TERMINATIONS	0	0	0
TRANSFER OUT (OTHER AGENCY)	0	0	0
TRANSFER OUT (RETIRE-DEATH)	0	0	0
TOTAL ENROLLEES	1	0	1

Figure 201. PACS 4511 Carrier Trans. And Sum. report

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

PACS 4512 Carrier Tran. And Sum.

The PACS Carrier Tran. And Sum. report (**Figure 202**) is displayed when you select **PACS 4512 Carrier Tran. And Sum.** on the Workforce Reports menu (**Figure 107**). This report contains information on the number of enrollees for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

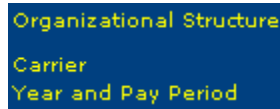


Figure 202. PACS 4512 Trans. And Sum. report

After running the PACS 4512 Trans. And Sum. report (**Figure 202**), the PACS 4512 Trans. And Sum. report (with criteria) (**Figure 203**) is displayed.

<p style="text-align: center;">Smithsonian Institution Carriers Transmittal Report For Pay Period 14/2007 Start Date 07/08/07 End Date 07/21/07 Sensitive Personnel Data -- Use is Restricted</p>					
CARRIER CODE/NAME:	60/GRP HOSPITALIZATION MED SRVCS INC				
	C/O CAREFIRST BLUE CHOICE				
CARRIER ADDRESS:	WASHINGTON , DC 20065-0000				
ACTION	DESCRIPTION	NAME	SSNO	EFFECTIVE DATE	ENROLLMENT CODE
ADD	NEW ENROLLEES	BERUBE, CHRISTINA M	227-11-0931	07/08/07	602
	TOTAL FOR DESCRIPTION:	1			
DEDUCT	TERMINATIONS	PITTMAN, ELISA G	263-87-4725	07/24/05	601
	TOTAL FOR DESCRIPTION:	1			

Figure 203.

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable. Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

PACS 4513 Health Benefits

The PACS 4513 Health Benefits report (**Figure 204**) is displayed when you select **PACS 4513 Health Benefits** on the Workforce Reports menu (**Figure 107**). This report contains information about contributions and deductions for Health Benefits Pay Plans 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

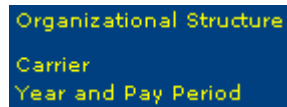


Figure 204. PACS 4513 Health Benefits report

After running the PACS 4513 Health Benefits report (**Figure 204**), the PACS 4513 Health Benefits report (with criteria) (**Figure 205**) is displayed.

Smithsonian Institution Health Benefits Report Deductions and Contributions For Pay Period 12/2007				
CARRIER	DEFERRED TOTAL	NON-DEFERRED TOTAL	CONTRIBUTION TOTAL	TOTAL ENROLLEES
88/SMITHSONIAN INSTITUTION	\$6,632.53	\$32.02	\$19,992.19	1,133

Figure 205.

Field Instructions:

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Carrier** Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
- Year And Pay Period** Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

PACS 4514 Carrier Tran. Detail

The PACS 4514 Carrier Tran. Detail report (**Figure 206**) is displayed when you select **PACS 4514 Carrier Tran. Dental** on the Workforce Reports menu (**Figure 107**). This report contains information on enrollees (additions and deductions) for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

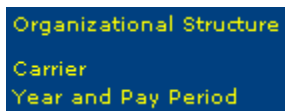


Figure 206. PACS 4514 Carrier Tran. Detail report

After running the PACS 4514 Carrier Tran. Detail report (**Figure 206**), the PACS 4514 Carrier Tran. Detail report (with criteria) (**Figure 207**) is displayed.

<p style="text-align: center;">Smithsonian Institution Detail in Support of Carriers Transmittal Report For Pay Period 10/2007 Start Date 05/13/07 End Date 05/26/07 Sensitive Personnel Data -- Use is Restricted</p>				
<p>CARRIER CODE/NAME: 24/HARVARD PILGRIM HEALTH PLAN</p>				
<p>CARRIER ADDRESS: SMITHSONIAN INSTITUTION P O BOX 3600-62 BOSTON , MA 02241-0062</p>				
SSNO	EMPLOYEE NAME	DEFERRED DEDUCTIONS	NON-DEFERRED DEDUCTIONS	CONTRIBUTIONS
011-72-7089	ACCOMAZZI, ALBERTO	165.89	.00	426.56
024-32-8947	ADLER, NANCY M	55.06	.00	165.18
553-66-9619	AGUILAR, DAVID A	165.89	.00	426.56
545-39-0243	ALBINSON, IAN	55.06	.00	165.18
018-60-3438	ALLARDI, STEVEN	165.89	.00	426.56
045-56-4124	AMBROSE, MICHAEL J	165.89	.00	426.56
033-50-8830	ARGON, ALICE L	.00	55.06	165.18
020-56-7309	ARSENAULT, EDWARD	55.06	.00	165.18
524-31-0462	ASHBY, MATTHEW L	165.89	.00	426.56
028-76-8845	ASSER, ANIL K	165.89	.00	426.56
019-60-0632	ATKINS, NIGEL	165.89	.00	426.56
145-42-8095	BABCOCK, ROBERT W	165.89	.00	426.56
164-46-1863	BEIKMAN, STEPHEN J	165.89	.00	426.56
580-21-6313	BENIAMIN, ORAL H	165.89	.00	426.56

Figure 207. PACS 4514 Carrier Tran. Detail report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.◀

Pay Plan And Grade Distribution

The Pay Plan and Grade Distribution report (**Figure 208**) is displayed when you select **Pay Plan And Grade Distribution** on the Workforce Reports menu (**Figure 107**). This report displays a count of employees in an organization across RNO and gender by grade with the option of selecting an additional sort category. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Disability Code
Gender
Race and National Origin
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Education Level
Length of Service
Time Frame
Sort By: Pay Plan

Figure 208. Pay Plan And Grade Distribution report

After running the Pay Plan And Grade Distribution report (**Figure 208**), the Pay Plan And Grade Distribution report (**Figure 209**) is displayed.

U.s. Department Of Agriculture																
Distribution By Pay Plan and Grade Category																
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years																
By Pay Plan																
					Black		Hispanic		Asian Amer./ Pacific Isl		Amer Ind/ Alaskan Nat		White		Un-disclosed	
Pay Plan	Grade	Total	Women	Minorities	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
GS	09	7	7	7	.
		%	100	100	.
	11	20	20	20	.
		%	100	100	.
	12	28	28	28	.
		%	100	100	.
	13	5	5	5	.
		%	100	100	.
	14	1	1	1	.
		%	100	100	.
Subtotal		61	61	61	.	
	%		100	100	.	
Total		61	61	61	.	
	%		100	100	.	

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375 (which includes employees that have not designated a Race and National Origin)

Figure 209. Pay Plan And Grade Distribution report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional, Administrative, Technical, Clerical, Other, and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader, and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Pay Plan**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Payroll Listing For W-2 Research

The Payroll Listing For W-2 Research (**Figure 210**) is displayed when you select **Payroll Listing For W-2 Research** on the Workforce Reports menu (**Figure 107**). This report displays

Employee Social Security Number:

Figure 210. Payroll Listing For W-2 Research report

After the Employee Social Security Number field is completed on the Payroll Listing For W-2 Research report (**Figure 210**), the Payroll Pay Period field must be completed.

Employee Social Security Number: 439113004

Payroll Pay Period:

Figure 211. Payroll Listing For W-2 Research report (after completing the Employee Social Security Number field)

After completing the fields, the Payroll Listing For W-2 Research (with criteria) (**Figure 212**) is displayed.

Reporting Center

Earnings and Deductions Statement

Run the report

EARNINGS AND DEDUCTIONS STATEMENT

SENSITIVE PERSONNEL DATA - USE IS RESTRICTED

SSNO	NAME	AGY DEPT DOI	GR STEP	SAL	TYPE EMP
		90 AG 5317	12 04	68,519.00	1
PP	DO-PASS-ADJ	SCH#	BLK-BCH		
24-2006	3-0-41	78A241	55242268007		
TC-CODE	DESCRIPTION	HOURS	YTD HOURS	P/P AMOUNT	YTD AMOUNT
01 00	REGULAR TIME	36.25	1542	1,190.09	49,039.00
21 00	OVERTIME - PREMIUM RATE		8	0.00	272.09
44 00	CASH AWARD			0.00	1,000.00
61 00	ANNUAL LEAVE	36	217.5	1,181.87	6,932.23
62 00	SICK LEAVE	7.5	153.25	246.23	4,882.95
64 00	COMPENSATORY LEAVE	0.25	7.75	8.21	247.01
64 78	COMPENSATORY TRAVEL		24.5	0.00	780.08
66 00	OTHER LEAVE		95	0.00	3,010.72
66 61	TIME OFF AWARDS		40	0.00	1,273.60
*** **	**** PAY PERIOD HOURS & GROSS PAY ****	80		2,626.40	67,437.68
75 02	RETIREMENT			21.01	529.37
75 15	TSP-FERS			262.64	6,616.56
76 00	SOCIAL SECURITY (OASDI)			154.43	3,964.74
77 00	FEDERAL TAX EXEMPTS S01			371.89	9,518.74
78 00	ST TAX LA EXEMPTS S00			83.85	2,118.39
81 00	FEGLI- COVERAGE \$71,000			10.65	268.80
82 00	OPT FEGLI-AGE BRACKET 1			4.71	119.22
83 00	FEHBA - ENROLL CODE 105			135.59	3,490.28
84 00	SAVINGS BONDS			50.00	1,300.00
85 00	CHARITABLE CONTRIBUTNS			10.00	210.00
88 00	SAVINGS ACCT XA180210			55.00	1,200.00
97 00	MEDICARE TAX WITHHELD			36.12	927.27
*** **	***** TOTAL DEDUCTIONS *****			1,205.89	30,523.37
*** **	***** NET PAY *****			1,420.51	36,914.31
*** **	DD/EFT ROUTING NO. 065400137				

Figure 212. Payroll Listing For W-2 Research report (with criteria)

Field Instructions:

Enter Social Security Number

Click this field to type the employee's ssn. After typing, click **[Done]**.

Payroll Pay Period

Click this field to select the applicable pay period.

► Position Organization Listing (POL)

The Position Organization Listing (POL) report (**Figure 213**) is displayed when you select **Position Organization Listing (POL)** on the Workforce Reports menu (**Figure 107**). This report displays a status of all positions within an organization. Data for this report is obtained from NFC's Payroll/Personnel and Position Management databases and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Financial Disclosure Required

Vacant/Filled/Action: Include Vacant Positions

Location (State)

Supervisory Status

Suppress additional Name column for printing: Yes

Sort Order: Org, Pay Plan, Grade, Step, Master Record Number, SSNO

Figure 213. Position Organization Listing (POL) report

After running the Position Organization Listing (POL) report (**Figure 213**), the Position Organization Listing (POL) report (with criteria) (**Figure 214**) is displayed.

Position Organizational Listing Summary as of Pay Period 17 - 2007

Sensitive Personnel Data -- Use is Restricted

Pay Plan = GS and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12 and Location (Duty State) = Louisiana

U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)

Org		Total Positions	Filled Positions	Vacant Positions
AG907007	ADMINISTRATIVE MANAGEMENT STAFF	8	8	0
AG907030	CONTROLLER OPERATIONS DIVISION (LOCATED IN NOLA)	17	16	1
AG907040	GOVERNMENT EMPLOYEES SERVICES DIVISION	38	34	4
Total		63	58	5

**** If your request has returned more than 1,500 records, you must refine your report selection criteria or drill down into one of the organizational levels on the summary report to retrieve the desired information.

Figure 214. Position Organization Listing (POL) report

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Financial Disclosure Required

Click this field to indicate whether or not a financial disclosure is required for this report. Valid values are **(0) Not Required**, **(3) SF-78 Required**, **(4) SF-450 Required**, **(5) MSPB-849 Required (MSPB And OSC)**, **(6) GPO-U.S. 069233 (LOC)**, and **(7) SI-1085 (SM Only)**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Vacant/Filled/Action

Click this indicate on the report whether or not this position is vacant or filled. Valid values are **Include Vacant Positions (Default)**, **Action Required Only, Filled Positions Only**, and **Vacant Positions Only**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)

Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status

Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Supress Additional
Name Column For
Printing**

Click this field to indicate whether or not to suppress an additional name column for printing purposes. Valid values are **Yes** and **No**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order.

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.◀

Reduction In Force (RIF) Report

The Reduction In Force (RIF) report (**Figure 215**) is displayed when you select **Reduction In Force (RIF)** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees on the RIF register. Data for this report is obtained from the PMSO database and is updated biweekly. You can select an employee from the list and obtain more information on each employee.

Note: This report contains detailed data.

Organizational Structure
Personnel Office Identifier
Competitive Level
Occupational Series
Pay Plan
Grade
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
SMSA
Rating Patterns
Freeze Date
As of Date
Modal Rating
Sort Order

Figure 215. Reduction In Force (RIF) report

After running the Reduction In Force (RIF) report, the Reduction In Force (RIF) report (with criteria) (**Figure 216**) is displayed.

Reduction In Force Register					
Sensitive Personnel Data -- Use is Restricted					
Employing Office Code = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay Plan = EX and Separation					
Accession Type = Not Separated or Accession this Pay Period					
By Retention Group Adjusted SCD for RIF					
APPALACHIAN REGIONAL COMMISSION					
(AP)					
MyName	Adjusted SCD for RIF	Pay Plan - Series - Grade/Step	Competitive Level	POI	MR No.
SSNO	SCD for RIF	Official Title	Org 2 - 8	Duty Station	IP No.
Retention Group	Ratings	Assigned Values	Total Perf Credit	Tenure - Veteran Preference RIF Code	
	02/03/0203	EX-0301-3/0	0000	(4016) APPAL REG COMM-HRO RM 721 (WASHINGTON, DC)	0109
	02/03/2003		01-00-0000-00-00-00	(0010) Washington - (11) DC	03
0B	X-2000, -2000, -2000	,,		0-3	
	06/10/0610	EX-0301-5/0	0000	(4016) APPAL REG COMM-HRO RM 721 (WASHINGTON, DC)	0133
	06/10/1985		01-00-0000-00-00-00	(0010) Washington - (11) DC	02
0B	X-2000, -2000, -2000	,,		0-3	

Figure 216. Reduction In Force (RIF) report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Competitive Level	Click this field to indicate the Competitive Level to be displayed on the report. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
SMSA	Click this field to indicate the Standard Metropolitan Statistical Area (SMSA) to be displayed on the report. This code consists of a two-position state code, a three-position county code, a four-position city code, a four-position (SMSA), and the literal description. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Rating/Pattern	Click this field to indicate the applicable pattern and level. Click the down arrow(s) to make your selection(s). If a selection is made, click [Include] , [Cancel] , or [Reset] , as applicable.
Freeze Date	Click this field to indicate the applicable “freeze” date. Click the down arrows to select the applicable month, day, and year. If a selection is made, click [Done] or [Cancel] , as applicable.
As Of Date	Click this field to indicate the applicable “as of” date. Click the down arrows to select the applicable month, day, and year. If a selection is made, click [Done] or [Cancel] , as applicable.
Modal Rating	Click this field to indicate the applicable Modal rating. Click the down arrow(s) to make your selection(s). If a selection is made, click [Include] , [Cancel] , or [Reset] , as applicable.
Print SSN	Click this field to indicate whether or not to print the ssn. Select the applicable radio button. Valid values are Yes and No . This field defaults to Yes . If a selection is made, click [Done] , or [Cancel] .

Sort Order

Click this field to indicate how you want the report sorted. There are up to five levels of sort options for this field. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Retirement Eligibility

The Retirement Eligibility report (**Figure 217**) is displayed when you select **Retirement Eligibility** on the Workforce Reports menu (**Figure 107**). This report displays a count across all employees eligible to retire within the next ten years. This report allows an optional sort across age also. These counts are grouped by the year of eligibility. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following criteria are used when determining an employee's retirement eligibility:

- An employee that is 55, 56, 57, 58, or 59 years old with at least 30 years of service.
- An employee that is 60 or 61 years old with at least 20 years of service.
- An employee that is 62 years old with at least 5 years of service.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 217. Retirement Eligibility report

After running the Retirement Eligibility report (**Figure 217**), the Retirement Eligibility report (with criteria) (**Figure 218**) is displayed.

Retirement Eligibility
U.S. Department Of Agriculture

Calendar Year = 2003 And Personnel Office Identifier = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Pay Plan = Gs And Rn
Supervisory Status = Non-supervisory And Grade = 11 And Location (state) = Louisiana And Patco = Professional Or Administrative O
= Permanent Employees And Age >= 20 Years Old And Length Of Service >= 5 Years

By Org

Org	Total	% of Population	2003	(%)	2004	(%)	2005	(%)	2006	(%)	2007	(%)	2008	(%)	2009	(%)	2010	(%)
Off Of The Chief Fnand Offcr	11	100	3	27.3	1	9.1	2	18.2	.	.	1	9.1	1	9.1	1	9.1	.	.
Total	11	100	3	27.3	1	9.1	2	18.2	.	.	1	9.1	1	9.1	1	9.1	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 218. Retirement Eligibility report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Percentages?

Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is **No**. Valid values are **Yes** and **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as appropriate.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

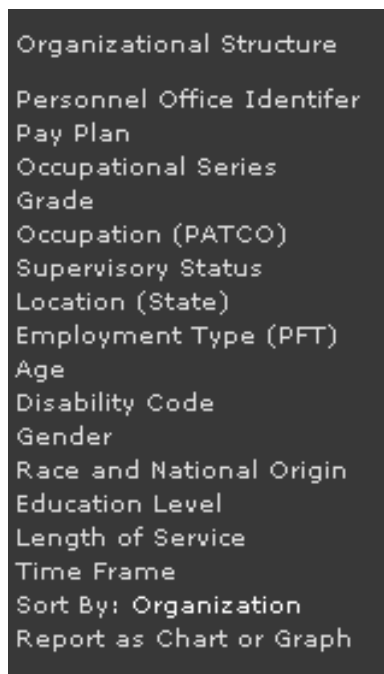
Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Retirement Profile (Inc. Early Out)

The Retirement Profile (Inc. Early Out) report (**Figure 219**) is displayed when you select **Retirement Profile (Inc. Early Out)** on the Workforce Reports menu (**Figure 107**). This report displays a count of all employees in an organization that are eligible to retire under regular or early-out options. Counts for employees eligible for “early outs” are displayed in total and across both early out criteria options. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following CSRS criteria are used when determining an employee’s “early out” eligibility:

- An employee with more than 25 years of service.
- An employee that is at least 50 years old with at least 20 years of service.

A dark-themed screenshot of a software interface showing a list of menu options for the Retirement Profile (Inc. Early Out) report. The options are listed vertically in a light-colored font.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 219. Retirement Profile (Inc. Early Out) report

After running the Retirement Profile (Inc. Early Out) report (**Figure 219**), the Retirement Profile (Inc. Early Out) report (with criteria) (**Figure 220**) is displayed.

Retirement Profile (Inc. Early Out)

U.s. Department Of Agriculture

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Tot Org	Eligible (Reg)	%	Tot Eligible (Reg + Early Out)	%	Tot Eligible (Early Out)	%	Age (50+) and Yrs of Serv (20+) (Early Out)	%	Yrs of Serv (25+) (Age<50) (Early Out)	%
Off Of The Chief Financ Officer	487	56	11	185	38	129	26	87	18	42	9
Total	487	56	11	185	38	129	26	87	18	42	9

Figure 220. Retirement Profile (Inc. Early Out) report (with criteria)

Field Instructions

Organizational Structure Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are Calendar Year and Fiscal Year . The default for this field is Calendar Year . Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Sort By:	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to Organization . After making your selection, click [Done] or [Reset] , as applicable.
Report As Chart Or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are Chart and Graph . The default for this field is Chart . Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Roster Of Employees

The Roster of Employees report (**Figure 221**) is displayed when you select **Roster Of Employees** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees in an organization. You can select an employee on the list to obtain information about that employee. There are several categories of information for each employee. The following fields are displayed on this report:

- Name
- SSN
- Pay Plan
- Occupational Series
- Grade/Step
- Base Salary
- Pay Basis
- Individual Position Number
- Federal Service Computation Date
- Tour Of Duty
- Veterans Preference Code (NOTE: Codes **X** and **N** are abbreviated)
- Official Title
- Date Of Birth

Note: This report contains detailed data.

```
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name
```

Figure 221. Roster Of Employees report

After running the Roster Of Employees report (**Figure 221**), the Roster Of Employee report (with criteria) (**Figure 222**) is displayed.

Roster of Employees
Sensitive Personnel Data -- Use is Restricted
Pay Plan = GS and Occ Ser = 0301 - MISCELLANEOUS ADMINISTRATION & PROGRAM and Grade = 13 and Separation Accession Type = Not Separate
Period
By Last Name

APPALACHIAN REGIONAL COMMISSION

(AP)

Name	Pay Plan - Series - Grade/Step	Base Salary	Type Appt/Emply	Status	Tenure	SED for Retirement	Ent Pres Grade	SED for WGI
SSND	Official Title		Org 2 - 5		PD1	Duty Station		HR No.

ARNOLD, AMY G GS-0301-13/1 \$61,251 (8)Temp/(1) Full-Time (0) Active (3) Group 3 02/03/2003 02/03/2003 02/03/2003
415-39-5518 01-00-0000-00 (4016) APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (0010) Washington - (11) DC 0134

Figure 222. Roster of Employees report (with criteria)

Field Instructions:

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
- Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
- Grade** Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is All . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group, Group 1, Group 2, and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None, Ready Reserve, Standby Reserve, National Guard, Retired Military-Regular, and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Sort Order:	Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to Last Name . After making your selection, click [Done] or [Reset] , as applicable.

Salary Summary

The Salary Summary report (**Figure 223**) is displayed when you select **Salary Summary** on the Workforce Reports menu (**Figure 107**). This report displays the total and average salary for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 223. Salary Summary report

After running the Salary Summary report (**Figure 223**), the Salary Summary report (with criteria) (**Figure 224**) is displayed.

Salary Summary			
U.S. Department Of Agriculture			
Calendar Year = 2003 And Personnel Office Identifier = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Pay Plan = Gs And Rno = White And Gender = Female And Supervisory Status = Non-supervisory And Occ Ser = 0343 - Management And Program Analysis And Grade = 11 And Location (state) = Louisiana And Patco = Professional Or Administrative And Employment Type = Permanent Employees And Age >= 20 Years Old And Length Of Service >= 5 Years			
By Org			
Org	Total Salary	Avg. Salary	Employee Count
Off Of The Chief Fnanci Offcr	\$1,050,544.00	\$52,527.00	20
Total	\$1,050,544.00	\$52,527.00	20

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 224. Salary Summary report (with criteria)

Field Instructions

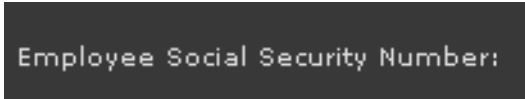
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Time Frame	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are Calendar Year and Fiscal Year . The default for this field is Calendar Year . Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Sort By:	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to Organization . After making your selection, click [Done] or [Reset] , as applicable.
Report As Chart Or Graph	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are Chart and Graph . The default for this field is Chart . Multiple or block selections are not allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Statement Of Earnings And Leave

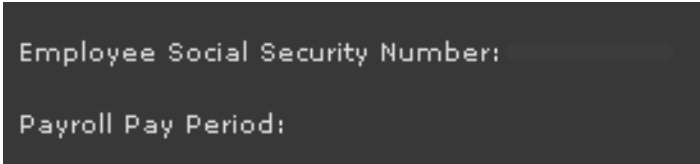
The Statement of Earnings and Leave report (window 1) (**Figure 225**) is displayed when you select **Statement of Earnings and Leave** on the Workforce Reports menu (**Figure 107**). This report displays an employee's earnings statement for a pay period. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.



Employee Social Security Number:

Figure 225. Statement Of Earnings And Leave report (window 1)

After completing the Employee Social Security Number field, click **[Done]**. The Statement of Earnings and Leave report (window 2) (**Figure 226**) is displayed.



Employee Social Security Number:
Payroll Pay Period:

Figure 226. Statement Of Earnings And Leave report (window 2)

After completing the Payroll Pay Period field on the Statement of Earnings and Leave report (window 2) (**Figure 226**), the Statement of Earnings and Leave report (with criteria) (**Figure 227**) is displayed.

OFFICE OF THE CHIEF FINANCIAL OFFICER										70461-3915			FORM AD-334 USDA
SSNO	PAY PERIOD DATE MO DA YR MO DA YR		P/P	T&A CONTACT POINT	ACCT STAT	ORG STRUCTURE	POI	PAY PLAN	GR	ST			
999-99-9999	10/17/2004	10/30/2004	21	90-22-XXXX-40-62	0010	90-70-40-0040	5317	GS	12	06			
SALARY		RATE	TYPE EMPL	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT		STATEMENT OF EARNINGS AND LEAVE						
88366.00		PA	F/T	3/15/1985	7,511.97								
EARNINGS AND DEDUCTIONS													
CODE	ITEM DESCRIPTION	HOURS		AMOUNT									
		P/P	Y-T-D	P/P	Y-T-D								
01	REGULAR TIME	63.50	1,370.00	2,688.58	57,886.83								
17 50	TRAVEL REIMBURSEMENTS				54.00								
21	OVERTIME - PREMIUM RATE	2.50	139.50	105.86	5,906.50								
31	HOLIDAY WORKED		3.50		148.19								
44	CASH AWARD				875.00								
61	ANNUAL LEAVE	16.50	193.25	698.61	8,112.71								
62	SICK LEAVE		153.25		6,467.18								
64	COMPENSATORY LEAVE		2.00		81.50								
66	OTHER LEAVE		121.50		5,102.95								
XX XX	**** PAY PERIOD HOURS & GROSS PAY ****	82.50		3,493.05	84,634.86								
75 02	RETIREMENT			27.10	621.26								
75 15	TSP-FERS			169.36	3,882.56								
76	SOCIAL SECURITY (OASDI)			209.57	5,084.01								
77	FEDERAL TAX EXEMPTS M04			360.78	9,365.09								
78	ST TAX LA EXEMPTS M02			106.29	2,611.87								
81	FEGLI- COVERAGE \$91,000			13.65	313.05								
82	OPT FEGLI-AGE BRACKET 3			29.60	679.00								
83	FEHBA - ENROLL CODE 105			112.88	2,580.92								
85	CHARITABLE CONTRIBUTNS			2.00	46.00								
88	SAVINGS ACCT XXXXXXXXXX085			200.00	4,600.00								
88 40	TSP LOAN REPAY (FED)			38.60	887.80								
97	MEDICARE TAX WITHHELD			49.01	1,188.96								
XX XX	***** TOTAL DEDUCTIONS *****			1,318.84	31,860.52								
XX XX	***** NET PAY *****			2,174.21	52,774.34								
XX XX	DD/EFT ROUTING NO. XXXXXXXXXX												
BOND ACCOUNT						YEAR TO DATE LEAVE STATUS							
AUTH NO	DENOM- INATION	DEDUC- TION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE	TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS UNAPP	MAX. C/O	
						ANN	168.00	149.50	255.50	55.50		240.00	
						SICK	84.00	139.75	646.25			LEAVE CATEG	
						COMP						8	
JOIN THE CHALLENGE HEALTHIERFEDS-OCTOBER 4TH- DECEMBER 26TH. FOR MORE INFORMATION VISIT: HTTP://WWW.OPM.GOV/HEALTHIERFEDS/ TSP OPEN SEASON IS OCT.15-DEC.31. FEHB AND FSA OPEN SEASON NOVEMBER 8-DECEMBER 31. CONTACT YOUR SERVISING PERSONNEL OFFICE FOR ADDITIONAL INFO.													
Official Pay Date 11/11/2004													

Joe Harley
100 Maple Lane
New Orleans, LA 70000-0000

Figure 227. Statement Of Earnings And Leave report (with criteria)

Field Instructions

**Employee Social
Security Number**

Type the employee's nine-digit ssn in this field. After typing the ssn, click **[Done]**.

Payroll Pay Period

Select the pay period to be displayed on the report.

► Table 74 Official Titles And Title Codes

The Table 74 Official Titles And Title Codes report (**Figure 228**) is displayed when you select **Table 74 Official Titles And Title Codes** on the Workforce Reports menu (**Figure 107**). The Table 74 Official Titles And Title Codes report (**Figure 228**) displays official position titles which are formally assigned titles as assigned per OPM. Data for this report is obtained from TMGT, Table 074, and is updated nightly.



Figure 228. Table 74 Official Titles And Title Codes report

After running the Table 74 Official Titles And Title Codes report (**Figure 228**), the Table 74 Official Titles And Title Codes report (with criteria) (**Figure 229**) is displayed.

Official Titles and Title Codes Currently Effective at NFC (Table 74)		
Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS		
By Occupational Series Code , Official Title Code		
Occ Ser	Position Official Title	Official Title Code
0343	MGMT ANALS OFFCR	0001
0343	MGMT ANAL	0002
0343	PROG ANAL	0003
0343	MGMT & PROG ANAL	0004
0343	PROG ANALS OFFCR	0005
0343	MGMT & PROG ANALYS OFFCR	0006
0343	REGNL ANAL	0007
0343	PROG OFFCR	0008
0343	PROJ DVLPMNT OFFCR	0009
0343	NEP (PROG/PROJ DVLPMNT)	0010
0343	COMPR SPECLST (LAN COORD)	0022
0343	COMPR SPECLST (END USER SUPPORT)	0023
0343	BUS PROCESS ANAL	0024
0343	DIRECTOR	0025
0343	PROG ANAL (CLAIMS REMOVAL)	0026
0343	PROG ANAL (DAMAGE CLAIMS)	0027
0343	PROG ANAL (FINANCL)	0028

Figure 229. Table 74 Official Titles And Title Codes report (with criteria)

Field Instructions:

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Table 76 Working Titles And Title Codes

The Table 76 Working Titles And Title Codes report (**Figure 230**) is displayed when you select **Table 76 Working Titles And Title Codes** on the Workforce Reports menu (**Figure 107**). The Table 74 Working Titles And Title Codes report (**Figure 228**) displays the working titles which are informal titles established by the agency in order to better identify positions and functions. Data for this report is obtained from TMGT, Table 076.

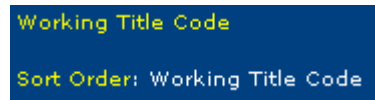


Figure 230. Table 76 Working Titles And Title Codes

After running the Table 76 Working Titles and Title Codes report (**Figure 230**), the Table 76 Working Titles And Title Codes report (with criteria) (**Figure 229**) is displayed.

Working Titles and Title Codes Currently Effective at NFC (Table 76)

Working Title Code = 2150
By Working Title Code

Working Title	Code
EMER PREPAREDNESS OFFCR	2150

Figure 231. Table 76 Working Titles And Title Codes report (with criteria)

Field Instructions:

Working Title Code

Click this field to indicate which codes to include on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select two levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]** or **[Cancel]** as applicable. ◀

Union Activity Exception Report

The Union Activity Exception report (**Figure 232**) is displayed when you select **Union Activity Exception Report** on the Workforce Reports menu (**Figure 107**). The Union Activity Exception report (**Figure 232**) provides information on employees whose union/association dues are not withheld or changed during a pay period. Data for this report is obtained from the T&A database and is updated biweekly.

Figure 232. Union Activity Exception report

After running the Union Activity Exception report (**Figure 232**), the Union Activity Exception report (with criteria) (**Figure 233**) is displayed

Union Activity Exception Report		
Sensitive Personnel Data -- Use is Restricted		
U. S. DEPARTMENT OF AGRICULTURE Office Of The Chief Fin Ofc National Finance Center For 2007 - 01		
Union - Local	Description	Exception Count
52-2341	MAIL TO HEADQUARTERS	2

Selection criteria: Year and Pay Period = 2007 - 01

Figure 233. Union Activity Exception report (with criteria)

Field Instructions

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Union/Association

Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are **01** through **99**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Local/Lodge

Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Union Roster And Activity Report

The Union Roster And Activity report (**Figure 234**) is displayed when you select **Union Roster And Activity Report** on the Workforce Reports menu (**Figure 107**). The Union Roster And Activity report (**Figure 234**) displays information in a union/association. Data for this report is obtained from the T&A database and is updated biweekly.

Organizational Structure
 Personnel Office Identifier
 Pay Plan
 Occupational Series
 Grade
 Location (Duty State)
 Location (Duty City) - Please select a State first
 Location (Duty county) - Please select a State first
 Union/Association
 Local/Lodge - Please select a Union/Association first.
 Separation Accession Type: Not Separated or Accession this Pay Period
 Type of Appointment
 Employment Type
 Special Employee Code
 Retirement System
 SCD Date (Leave)
 Sort Order:

Figure 234. Union Roster And Activity report

After running the Union Roster And Activity report (**Figure 234**), the Union Roster And Activity report (with criteria) (**Figure 235**) is displayed.

Union Roster and Activity Report
Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center
For 2007 - 01

Union - Local	Description	Employee Count
09-0000	SENIOR EXECUTIVES ASSOCIATION USDA	1
52-2341	MAIL TO HEADQUARTERS	145
53-0000	ES&RA USDA	1

Selection criteria: Year and Pay Period = 2007 - 01

Figure 235. Union Roster And Activity report (with criteria)

Field Instructions

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is All . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Union/Association	Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are 01 through 99 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Local/Lodge	Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

SCD Date (Leave)

Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are **Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To, and Greater Than.**

The second down arrow is used to indicate the month. Valid values are **01** through **12**.

The third down arrow is used to indicate the day. Valid values are **01** through **31**.

The fourth down arrow is used to indicate the year.

Valid values are **1945** through **2004**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Use-Or-Lose Leave Report

The Use-Or-Lose Leave report (**Figure 236**) is displayed when you select **Use-Or-Lose Report** on the Workforce Reports menu (**Figure 107**). The Use-Or-Lose report (**Figure 236**) displays a list of employees (by organization) who are in a use-or-lose situation regarding annual leave. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: SSNO

Figure 236. Use-Or-Lose report

After running the Use-Or-Lose report (**Figure 236**), the Use-Or-Lose report (with criteria) (**Figure 237**) is displayed.

Listing of Employees With Leave To Be Used Before End-Of-Year
(Annual, Comp Time, Rel OBS Comp Use-Or-Lose Leave Balance)

As Of

Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center
Government Employees Services Division
Government Employees Services Branch

(AG9070400040)

Name	SSNO	Org	Type Empl	Leave Cat	Curr Annual Leave Balance	*** Leave Accrual Through Year-End Balance	*** Projected Year-End Balance	Use-Or-Lose	Leave Used YTD	Comp Leave	Rel OBS Comp	At Cat Will Change This Year
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	10.25	40	50.25	0	176.25	0.25	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	408	40	448	208	0	1	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	223.5	40	263.5	23.5	131.75	1	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	322	40	362	122	86	1.25	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	325	40	365	125	83	19.5	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	68.75	40	108.75	0	148.5	0	-8.25	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	6	220	34	254	14	92	0	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	346	40	386	146	62	0	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	6	255.75	34	289.75	49.75	107	2	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	6	259.25	34	293.25	53.25	106.75	0	0	

Figure 237. Use-Or-Lose report (with criteria)

Field Instructions

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click [Done] , [Cancel] , or [Next] , as applicable. If you click [Next] , additional organizational information is displayed. You can continue to make selections and click [Next] to further customize your selection. There are nine organizational levels available when clicking [Next] . Multiple or block selections are not allowed when you click [Next] . If you wish to return to the previous level, click [Previous] . Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click [Done] or [Cancel] as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either Blue Collar (DOC Only) or Pay Bands (DOC Only) . If you select either Blue Collar (DOC Only) or Pay Bands (DOC Only) , you can select Pay Plan Groupings Include for a list of what is contained in these two classifications. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

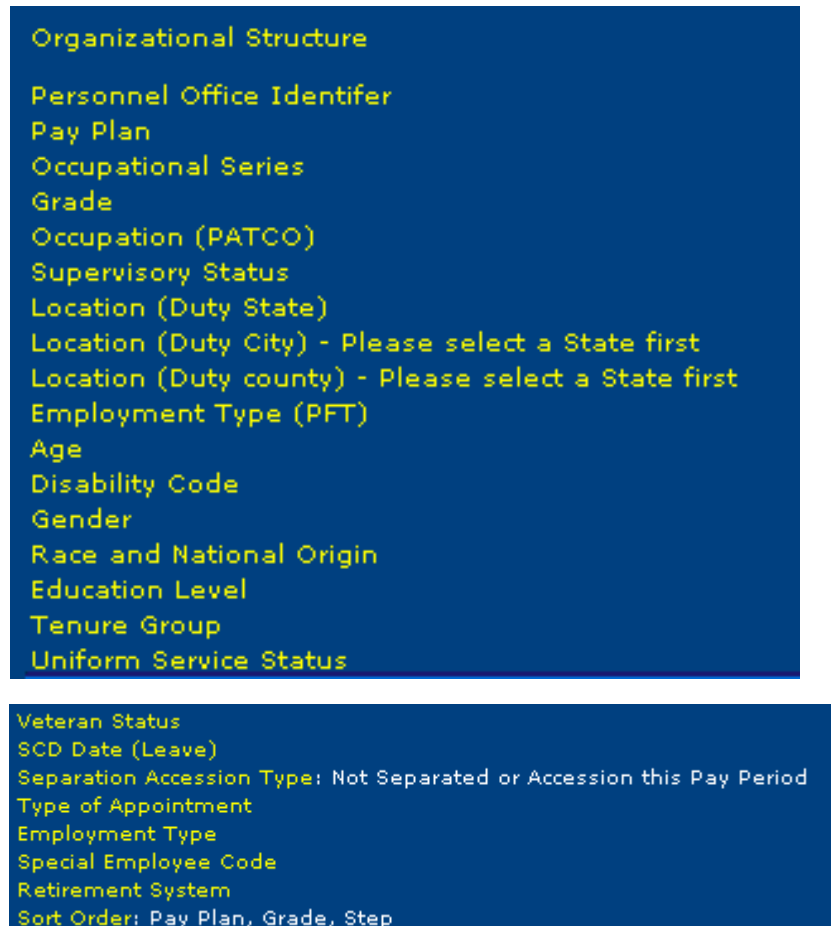
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander , Black , Hispanic , American Indian/Alaskan Native , White , and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group , Group 1 , Group 2 , and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None , Ready Reserve , Standby Reserve , National Guard , Retired Military-Regular , and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91) , Vietnam Era Veteran , Pre-Vietnam Era Veteran , Post-Vietnam Era Veteran , and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are Not Separated , Regular , Deceased , and Accession This Pay Period . The default for this field is Not Separated Or Accession This Pay Period . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are Full-time , Part-time , Intermittent , Fee Basis Of Piecework , and First 40 Hours . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Retirement System	Click this field to indicate the retirement system to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. If no sort options are selected, Last Name is used to sort the data.

Workforce Analysis

The Workforce Analysis report (**Figure 238**) is displayed when you select **Workforce Analysis** on the Workforce Reports menu (**Figure 107**). This report displays a listing of employees within an organization. Data for this report is obtained from NFC's Payroll/Personnel database and is updated biweekly.



Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (Duty State)

Location (Duty City) - Please select a State first

Location (Duty county) - Please select a State first

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Tenure Group

Uniform Service Status

Veteran Status

SCD Date (Leave)

Separation Accession Type: Not Separated or Accession this Pay Period

Type of Appointment

Employment Type

Special Employee Code

Retirement System

Sort Order: Pay Plan, Grade, Step

Figure 238. Workforce Analysis report

After completing the Workforce Analysis report (**Figure 238**), the Workforce Analysis report (with criteria) (**Figure 239**) is displayed.

Organizational Structure and Workforce Analysis
Pay Plan = GS and Supervisory Status = Non-Supervisory and Occ Ser = 0343- MANAGEMENT & PROGRAM
Separated or Accession this Pay Period and Location (Duty State) = LOUISIANA and Location (Duty City)
county) = LOUISIANA - ORLEANS and Employment Type = Permanent
By Pay Plan, Grade, Step

U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center

(AG9070)

	SSNO	Date of Birth	Pay Plan - Series - Grade/Step	Base Salary	Pay Basis	Position Des. Number	Federal Service Comp Date	Tour	Perm or Temp
			GS-0343-13/10	\$98,041	PA	S00064-00009967	08/09/1973	F	P
			GS-0343-13/10	\$98,041	PA	S05050-00007736	10/12/1976	F	P
			GS-0343-13/9	\$95,527	PA	S00043-00009963	06/20/1988	F	P
			GS-0343-13/9	\$95,527	PA	S98048-00009795	06/23/1985	F	P
			GS-0343-13/8	\$93,012	PA	I04014-00040054	01/18/1987	F	P
			GS-0343-13/8	\$93,012	PA	S05047-00060025	06/25/1976	F	P
			GS-0343-13/8	\$93,012	PA	S98048-00002845	08/28/1988	F	P
			GS-0343-13/7	\$90,498	PA	S98048-00009607	05/10/1987	F	P
			GS-0343-13/6	\$87,984	PA	I01050-00010075	01/27/1991	F	P
			GS-0343-13/4	\$82,956	PA	S00064-00070002	12/21/1986	F	P

Figure 239. Workforce Analysis report (with criteria)

Field Instructions

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
- Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are Professional , Administrative , Technical , Clerical , Other , and Blue collar . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are Supervisor , Supervisor/Manager , Management , Supervisor (CSRA) , Management (CSRA) , Leader , and Non-Supervisory . The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <i>There Were No Counties Designated For The Selected State</i> , will appear. If this message appears, click [Cancel] to return to the report. The default for this field is A11 . Multiple or block selections are allowed. If a selection is made, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select Employment Types Include for definitions of the various employment types. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is A11 . Multiple or block selections are allowed. After making your selection, click [Done] or [Cancel] , as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select Targeted Disabilities Include for definitions of the various handicap types. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are Male and Female . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are Not In Any Retention Group, Group 1, Group 2, and Group 3 . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are None, Ready Reserve, Standby Reserve, National Guard, Retired Military-Regular, and Retired Military-Non-regular . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91) . The default for this field is All . Multiple or block selections are allowed. After making your selection, click [Include] , [Exclude] , [Cancel] , or [Reset] , as applicable.

SCD Date (Leave)

Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are **Equals, Not Equal To, Less Than Or Equal To, Less Than, Greater Than Or Equal To, and Greater Than.**

The second down arrow is used to indicate the month. Valid values are **01** through **12**.

The third down arrow is used to indicate the day. Valid values are **01** through **31**.

The fourth down arrow is used to indicate the year.

Valid values are **1945** through **2004**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Separation Accession Type

Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated, Regular, Deceased, and Accession This Pay Period.** The default for this field is **Not Separated Or Accession This Pay Period.** Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel],** or **[Reset],** as applicable.

Type Of Appointment

Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel],** or **[Reset],** as applicable.

Employment Type

Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time, Part-time, Intermittent, Fee Basis Of Piecework,** and **First 40 Hours.** The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel],** or **[Reset],** as applicable.

Special Employee Code

Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel],** or **[Reset],** as applicable.

Retirement System

Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click **[Include], [Exclude], [Cancel],** or **[Reset],** as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

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